

## **ADMINISTRATIVE POLICY: PUBLIC NOTICES & ROOM RESERVATIONS**

### **CITY OF PARKVILLE**

**August 2015**

#### **INTRODUCTION**

The city clerk oversees and monitors the posting of notices and reservations of rooms at City Hall. This policy clarifies the procedure for such postings and reservations.

Educational, political and not-for-profit organizations that are located in or serve Parkville and are allowed to post notices and reserve a conference room include, but are not limited to:

- **Non-Profit**
  - Main Street Parkville Association
  - Parkville Economic Development Council
  - Parkville Chamber of Commerce
  - Banneker School
- **Community Improvement Districts**
- **Transportation Development Districts**
- **Education**
  - Park University
  - Park Hill School District
- **Friends Organizations**
  - Friends of the Parkville Parks
  - Friends of the Parkville Animal Shelter
- **Farmers Market**
- **Churches with physical presence within city limits**
- **Political**
  - Platte County Republican Central Committee
  - Platte County Democrats
- **Community Groups**
  - Parkville Symphonic Band
  - Rotary Club
  - Northland Community Choir
  - Neighborhoods and homeowners' associations with physical presence within city limits

Private for-profit businesses are not allowed to post notices or reserve conference rooms at City Hall.

#### **POLICIES**

##### **1. Posting notices at City Hall**

Public notices may be posted at the front entrance on the upper floor and the municipal court entrance on the lower floor of City Hall. City notices receive first priority for posting. Notices may only be posted from the display bar in both locations but must not be affixed to the windows or doors. Approval from the city clerk or his/her designee is required prior to posting a notice at City Hall. Staff reserves the right to remove any notices that are outdated or unauthorized.

## **2. Room reservations**

The front desk staff at City Hall reserves use of meeting spaces in City Hall for city staff and organizations and groups in Parkville. All room requests not related to a meeting set up by City staff will be scheduled through the front desk.

Reservations are scheduled in the order received and in accordance with the reservation priority. Rooms for outside organizations should only be reserved for one meeting at a time and recurring meetings for an extended period of time are not allowed, unless authorized by separate agreement. A minimum of two business days is required to process reservations.

Meetings for outside organizations should be limited to a maximum of 2 hours, unless prior authorization is provided by the city administrator. At the time of the meeting, access to the meeting room(s) will be given by the front desk staff within 15 minutes of the scheduled time.

### **Reserving a conference room**

To reserve a room by phone, call (816) 741-7676 to speak with the front desk receptionist to verify availability of a conference room. Once a room is confirmed to be available by the city clerk or his/her designee, the receptionist will schedule the room for the date and time requested. An e-mail response will be sent to verify the room has been reserved for the meeting/event.

To reserve a room via e-mail, send the request to [cityhall@parkvillemo.gov](mailto:cityhall@parkvillemo.gov). An e-mail response will be sent within two business days of receiving the request to verify the room has been reserved for the meeting.

### **Availability**

The rooms will only be available during business hours between 8:00 a.m. and 5:00 p.m. on Monday through Friday. All conference rooms are unavailable on weekends and holidays, unless a city official is present to serve as security. There is no fee to use the rooms.

### **Rules**

- A single contact person must be identified for events, and only that contact person may request changes to the event.
- Equipment is limited to what is installed in the rooms. Orientation to equipment can be given in advance of the event. Technical assistance will not be available during the event unless prior arrangements have been made.
- Food and drink, except bottled water, is not allowed in the room(s) unless approved by the city clerk or his/her designee.
- Seating/table arrangements may be changed, but the room must be restored to the original configuration at the end of the reserved time. Allow enough time for any setup and cleanup when making reservations.
- It is the responsibility of the coordinator to ensure all attendees have left after the meeting has concluded.
- The room must be returned to its pre-meeting condition or better upon conclusion of the reservation.
- No door propping – guests must check in at front desk for admission to secured areas.

Violation of any of these rules may prohibit an organization from making future reservations.

**Description of Meeting Rooms**

Room Name	Floor	Room #	Seating Capacity	Equipment
Administrative Conference Room	Upper	208	10	W, P
Public Works Conference Room	Upper	226	8	W, P
Community Development Conference Room	Upper	234	6	W, P
Board Room/Court Room	Lower		141	S, W, P
Executive Chambers – Board Room	Lower		15	W, P
Court Conference Room #1	Lower		3	
Court Conference Room #2	Lower		3	

Projector Screen (S), Wireless Access (W), Phone Line (P)

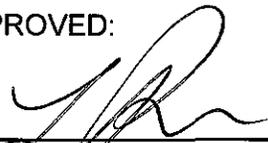
**Reservation Priority**

Groups	Reservations allowed up to:
City staff or elected officials for municipal business	One (1) year
Parkville educational, political and non-profit organizations	One (1) month

**Cancellations**

Confirmed reservations can be cancelled 24 hours in advance by sending an e-mail to [cityhall@parkvillemo.gov](mailto:cityhall@parkvillemo.gov). In your e-mail, include the date, time and organization/group that reserved the room.

APPROVED:




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Lauren Palmer  
City Administrator

Date: August 5, 2015