



## City of Marathon Policy and Procedures for Meeting Room Facility Use

This policy and procedures are for the following meeting rooms and facilities:

Fire Rescue 14 Conference Room, 8900 Overseas Hwy.

City Hall Council Chambers, 9805 Overseas Hwy.

Government organizations requesting use of City facilities are subject to the following rules, regulations and procedures.

City facilities are to be used for meetings; they are not an event venue. The Council Chambers are for governmental meetings, and to be used by organizations that have a direct effect on City business or operations. The Fire Rescue Conference Room is available to City of Marathon Council, Commissions, Committees, Boards, staff and other local, state and federal government organizations, and not for profit groups.

City Council and other City of Marathon Staff and Committee or Fire Rescue Operations will take precedent over other groups when scheduling the use of the facilities. Once another organization has booked the room however, every effort shall be made to avoid a forced cancellation in favor of the City agency. The City reserves the right to cancel or reschedule any program when necessary.

Fees will be charged for the use of the premises when such use requires expenditures of City funds which would not be expended except for the act of making the meeting room available for such use and normal wear and tear. This charge shall compensate the City of the provided service only and fees will be adjusted from time to time to reflect current costs. With the exception listed below, fees will not be waived. **FEES ARE NON REFUNDABLE AND ARE DUE TEN DAYS PRIOR TO THE MEETING.**

If the meeting requires additional time other than what was originally scheduled and stated on the request, the additional time owed the City will be invoiced at the applicable rate. Should any individual or group not pay these additional charges within thirty (30) days, then they will be denied use of any City facility until the City has been reimbursed for these charges and that sponsor, group, organization, agency, etc. will not be permitted to use any City facility until payment in full for any and or outstanding invoices for payment has been received by the City.

If the meeting will be held without utilizing technology equipment and is held in coordination with a City of Marathon approved staff sponsor, there will be no charge for the meeting. An approved sponsoring staff member is a City Employee designated by the City Manager or his designee. The sponsor will schedule the facility, open and close access to the facility and must remain in the facility at all times. The sponsoring Staff member will be assigned an access key and will be responsible for its safe keeping and return as well as the condition of the facility.

Facilities may be booked up to three (3) months in advance on a first come/first served basis. Facilities may not be utilized before 8:00 am or after 9:30 pm. When scheduling a meeting room, occupancy load will also be determining factor for the location; for groups of 40 people or less, the

Fire Rescue Conference Room will be utilized. The maximum occupancy for the Council Chambers is 156 people. The Occupancy load limits for City facilities will be strictly enforced based on Florida Statute and the Florida Fire Prevention Code.

**City Hall Council Chambers:**

The Council Chamber is located in City Hall which is a function City Hall. Please be conscious of staff and the public. Children must be monitored at all times.

Parking is available on the south side of the parking lot and overflow parking is available in the Oceanfront Park. Please leave parking available for the public. (See map attached)

All users are required to make arrangements to supply their own supplies, copies computers, and projectors.

Smoking is available in designated areas only.

Refreshments (other than water) and food may only be served by permission and special arrangements must be made for refreshment and food breaks in the corridor outside the Council Chambers. Cooking facilities, coffee machines, eating utensils, etc. are not available for meeting use. No food may be brought inside the Council Chambers without prior permission. Alcoholic beverages are prohibited unless prior approval is granted by motion of the City Council. The sponsor will be responsible for concurrence with applicable state permits and additional insurance as may be required by the City of Marathon Insurance Administrator.

Nothing is to be attached to any walls/surfaces without prior approval.

If the furniture must be configured or arranged differently, a maintenance technician must be used to adjust the room configuration and will be charged one additional hour of time for set up and configuration back to original setup will be charged unless an approved sponsor is utilized to ensure no damage occurs. The dais is not to be used and is reserved for the Council or Commission use only. Staff seating may be utilized but cannot be reconfigured or moved. If utilizing an approved sponsor, groups utilizing the meeting room are responsible for any needed arrangement of furniture before their meeting as well as rearranging the furniture back to the original configuration of the room at the conclusion and disposing or recycling of any trash and any other materials brought in. (See Room Layout attached)

The occupancy load for the Council Chambers is 156 people. The Occupancy load limit shall be strictly enforced based on Florida Statute and the Florida Fire Prevention Code.

Technological Services: All requests for equipment shall be made at the time the room is reserved and will be charged a technology technician rate. Special requests for equipment after reservation or during a meeting may be denied. City staff will make available lighting and air conditioning at the regular rate. The technology rate will be charged for use of the City's technology equipment (audio visual, public address system, televisions).

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**CITY OF MARATHON**

**Fire Rescue #14 Conference Room:**

The Fire Rescue Station #14 facility is an active working fire station. There may be interruptions during meeting due to fire rescue activity. Fire/rescue tones will be announced over the radio system, fire apparatus and rescue vehicles will be coming and going. All FAA and Homeland Security rules must be followed as Station 14 is on airport property. Children must be monitored at all times.

No persons are permitted in the following areas unless accompanied by fire personnel: administration area, second floor, apparatus bay floor, the rear apron which has access to the airfield.

Parking spaces are very limited and all facility users are to be aware of the limitations when trying to accommodate a large group. Parking is not permitted on the apparatus ramps nor will they be allowed to block any apparatus. We will attempt to locate the person responsible if this should occur. If the person cannot be located in a timely manner, their vehicle will be towed.

All users of the facility are required to make arrangements to supply their own equipment, supplies, copies, and computers. There is no office equipment, technology, or amenities available at this location.

Nothing is to be attached to any walls/surfaces without prior approval.

Smoking is allowed only in the established smoking area; ash and cigarette butt cans are provided. Refreshments (other than water) are not allowed. Cooking facilities, coffee machines and eating utensils, and etc. are not available. Users will be required to clean the facility at the completion of their use and arrange the rooms to way they were found. All trash shall be disposed of and any other materials brought in carried out.

The occupancy load for the Conference Room is 40 people. The Occupancy load limit shall be strictly enforced based on Florida Statute and the Florida Fire Prevention Code.

Technological Services: There are no technical services available in the Fire Department Conference Room.

The Request for Use of Meeting Room form can be downloaded here:

<http://cityofm.tikilive.com/download/download.php?id=8683>

### CITY OF MARATHON MEETING ROOM FACILITY USE FEES

Regular Hours Monday - Friday 8:00am - 5pm Charge per hour		Overtime Hours 5:01pm - 9:30pm Weekends and Holidays Charge per hour	
* Maintenance Tech (if applicable)	\$40 per hour	* Maintenance Tech (if applicable)	\$60 per hour
* Technology Tech (if applicable)	\$50 per Hour	* Technology Tech (if applicable)	\$75 per hour
Facility Use Charge	\$30 per hour	Facility Use Charge	\$30 per hour
* at least one maintenance tech or one technology tech fee will be charged per hour, to be determined by the City based upon request for use.			

FEES ARE NON REFUNDABLE AND ARE DUE TEN DAYS PRIOR TO A MEETING.

### CITY OF MARATHON

9805 Overseas Highway, Marathon, FL 33050  
Phone (305) 743-0033 | [www.ci.marathon.fl.us](http://www.ci.marathon.fl.us)

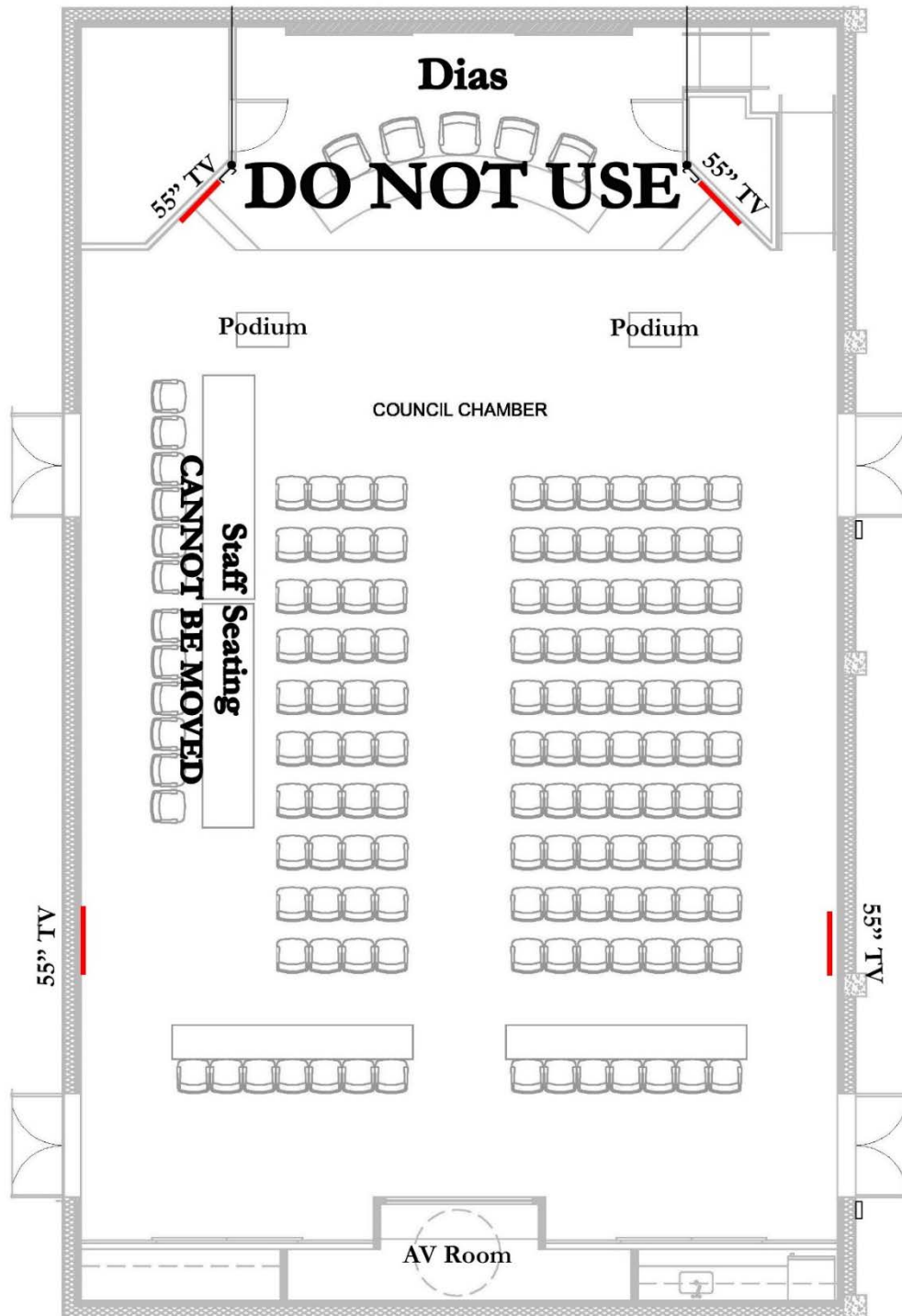


CITY OF  
**MARATHON**, FLORIDA

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## Council Chambers Room Layout



## CITY OF MARATHON



PARKING MAP

NO PARKING IN THIS AREA

ENTER THROUGH 98TH STREET

Marathon

OVERFLOW PARKING

