

City of Springfield
TERMS AND CONDITIONS FOR USE OF PREMISES

GENERAL

It is the general policy of the City Commission that spaces within City Hall and the City Hall Plaza be used by local Springfield organizations if such does not interfere with normal City operations or requirements.

City Hall Plaza is a venue for community-oriented activities. Based on the completed rental application, City staff may determine the activities require a liability insurance rider. (See paragraph No. 13.) Please call the City Clerk's Office with questions concerning proper use of City Hall and City Hall Plaza (937-324-7341).

GUIDELINES AND REGULATIONS

1. Space may be reserved for use by any local Springfield individual or organization by submitting a request to the City Clerk's Office on forms to be provided by the City. A completed application form and proper payment must be received 10 business days in advance of the event planned.
2. Space which may be made available for use includes:
 - a) **CITY HALL PLAZA** (Does not include park areas at southeast and northwest corners of Core Block.)
 - b) **ESPLANADE**
 - c) **CITY FORUM CONFERENCE ROOM**
 - d) **CITY FORUM**
3. Space may be reserved on a first-come basis if it is not previously scheduled for use by City government departments, boards or commissions, or is not needed by such units. Reserving space during a particular year does not guarantee reservation of space during the same or a similar time in future years.
4. The City representative may deny use of space if, in his/her judgment, such use may be injurious to the facility, may overcrowd the facility, or may result in jeopardizing the health and safety of persons in and around City Hall.
5. Charges to be assessed:
 - a) Normal charges will be made for the use of space in City Hall or the Plaza. All fees, including special charges, must be made at the time the application is submitted. Checks should be made payable to the ***City of Springfield***. If the scheduled event is canceled and the City receives notice at least 48 hours in advance, fees will be refunded. If an event is canceled without 48-hours notice, fees, including special charges for overtime, will be forfeited. The Fee Schedule is as follows:

• CITY HALL PLAZA	\$25.00 per day
• CITY HALL ESPLANADE	25.00 per day
• CITY FORUM CONFERENCE ROOM	25.00 per day
• CITY FORUM	25.00 per day

This rental charge is designed to offset costs for heat, light, air conditioning, normal electricity, and other incidental costs related to the facility.

- b) An additional charge shall be made to cover any special security or incidental custodial costs involved. If the event is scheduled during non-business hours, the cost will be at the City's prevailing overtime rates. If, after the event, the City is required to clean up the area, the organization will be billed for time and materials required to return the area to its normal condition. Misuse of the facility or failure to clean up after an event will result in denial of future use by the Organization. Organization will be billed for custodial hours needed over and above the originally agreed-upon service.
 - c) A charge shall be made if use of the City sound system is requested. If the event is scheduled during non-business hours, the charge will be at the overtime rate of the City employee operating the system.
 - d) An additional charge shall be made for use of the Plaza prior to 7 a.m. or after 3 p.m. Monday through Friday if other facilities or special equipment is required.
6. Space will be furnished on an "as is" basis. The City will not furnish, set up, or take down chairs, tables, or other equipment. The person reserving space will be responsible for such arrangements. The City reserves the right to approve uses of any furnishings or equipment within the space that is not already placed within the area. Concrete tables and benches on the City Hall Plaza may not be moved. Picnic tables and equipment on the Upper Plaza may not be moved to the Lower Plaza. The U-shaped table in the Forum may not be moved or rearranged unless special arrangements are made through the City Clerk's Office.
7. Food and Beverages:
- a) No alcoholic beverages will be permitted to be dispensed or consumed within City Hall.
 - b) Beer and/or wine may be permitted to be dispensed, sold, and consumed on the City Hall Plaza under the following conditions:
 - 1) City permission must be obtained prior to event.
 - 2) Lessee must obtain the required permit(s) for such sale.
 - 3) Lessee must arrange for, and pay the costs of, two police officers to be in attendance during the entire event.
 - 4) No glass containers may be used.
 - 5) Sale or dispensing of beer or wine must cease at 10:00 p.m. or dark, whichever is earlier.
 - c) Food and beverages may be served in any of the spaces reserved. If food or beverages are to be served, the Organization will assume responsibility for all arrangements, obtaining necessary food permits if applicable, and for cleaning up after the event. If facility incurs damage due to food or beverages, the Organization will be billed for custodial hours needed over and above the originally agreed-upon service.
 - d) The Fire Prevention Code must be observed.
8. Persons using City Hall facilities, including the Plaza, will be responsible for leaving the area in substantially the same condition after the event as it was prior to the event (See Section 5, Paragraph b). The organization's authorized representative is responsible for trash removal. This means pulling the bags from all trash containers furnished on City Hall Plaza and replacing that bag from a supply of bags found at the bottom of the trash container. The authorized representative must take all used trash bags away at the conclusion of the event.
9. Reservation of City Hall space or the Plaza will not include use of garage facilities.

10. No vehicles may be parked on the Plaza at any time. Persons using City Hall facilities or the Plaza may not permit the Fountain Avenue access to the deposit drop-box, nor the entrance or exit ramps into the garage to be blocked.
11. The City will determine the location of Porta-Johns, trash containers, and other portable structures.
12. This Rental Agreement is subject to termination at any time by the City. In the event the City exercises its termination rights under this paragraph, Lessee's damages shall be limited to a return of the fee described in Paragraph 5 above only.
13. Insurance may be required naming the City as "additional insured" and must be obtained and a policy presented seven days prior to the event. Value of the insurance rider is typically \$1 million, but this value may be increased depending upon the type of event planned.
14. At no time is anyone permitted to wade in the fountains along Main Street or the fountain on the esplanade.
15. At no time is anyone permitted to write on City Hall Plaza sidewalk, concrete, or tiles with chalk.
16. For information, call the City Clerk's Office at (937) 324-7341.