

TOWN OF ITHACA
ROOM USE APPLICATION

Today's Date: _____ Approved: _____

Date(s) Requested: _____ Time Requested: start: _____ end _____

INFORMATION ABOUT YOUR GROUP & INTENDED USE

Name of organization or group: _____

Name of event and/or intended use: _____

Name of the person designated to be responsible for event _____

Mailing address: _____

Telephone: (Day) _____ (Cell) _____

Specific room being requested:

Shirley Raffensperger Room (Board / Court Room) – no more than 90 persons

Aurora Room – no more than 25 persons

Tioga Room – no more than 16 persons

Lobby – no more than 100 persons

Public Works – no more than 25 persons

Submission of an application does not guarantee use of the room. After-hours use of a meeting room requires that a key be picked up no later than 3:30 the day of the use or the Friday prior to a weekend use. First-time users will be given an orientation based on the attached rules.

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Town of Ithaca for the use and care of the facilities. The Organization listed above does hereby covenant and agree to defend, indemnify and hold harmless the Town of Ithaca and all its agents, officers, employees, and elected officials from and against any and all liability, loss, damages, claims, actions, suits and expenses (including costs and reasonable attorneys fees) for bodily injury, sickness, disease or death and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of Ithaca's property, facilities and/or services by the Organization.

Signature of Organization's Representative

Print Name

Please read the following Room Use Policy and return form to townclerk@town.ithaca.ny.us

Town of Ithaca Room Use Policy for Outside Groups and Organizations

Section 1: Availability

The Town Hall meeting rooms, being principally the Shirley A. Raffensperger Room (Boardroom), Lobby, Aurora, and Tioga Conference Rooms, and the Public Works Facility Conference Room, may be used on an occasional basis not to exceed 12 times a year for each outside group or organization.

Section 2: Rules Regarding Public Access and Recording

Any and all uses of meeting rooms by outside groups or organizations must be open to the public without restrictions, including but not limited to the media and recording of any type. The only exceptions to public access and recording will be for political committees or when a public body convening for the purpose of conducting public business, as defined by the NYS Open Meetings Law (OML), is in executive session or other closed session and political caucus⁷ of a political committee recognized pursuant to the NYS Elections Law, as permitted by the OML. Except for properly convened executive and closed sessions above; all other portions of a meeting (whether by a public body or any other type of group or organization) are considered under these Rules to be the public portion of a meeting.

A) Recording and Broadcasting Public Portions of Meetings:

1. A public portion of any meeting may be photographed, recorded, and/or broadcast.
2. There is no privacy interest in statements made during public portions of meetings. Distaste or embarrassment shall not constitute a basis for prohibiting or limiting the photographing, recording, or broadcasting of those present at a meeting.

B) Rules for Recording and Broadcasting Public Portions of Meetings

1. Operation of equipment to photograph, record, or broadcast a meeting is permitted without prior authorization unless it is disruptive or interferes with the deliberative process or the ability of those in attendance to observe or listen to the proceedings. The public body/user may designate certain areas of the room for equipment, as long as it is not limiting the reasonable capabilities of recording the proceedings.

Section 3 Scheduling

1. No use shall be permitted if the use conflicts with any use, program, or meeting of any governing body or agency of the Town of Ithaca.
2. Reasonable efforts will be made by the Town to schedule use of the Town meeting rooms by outside organizations. However, in the event of an emergency or other immediate need for the Town to use the meeting room, the Town reserves the right to preempt the planned use by any outside organization if the room is needed for the Town in the performance of a Town municipal function.

Section 4 Permitted Uses

1. Use shall be limited to meetings and not for social events, dances, performances, or other activities involving significant physical movement.
2. No admission fees or similar charges shall be made by the organization using the meeting room.

3. No organization or entity using the meeting room shall exclude any person seeking to attend the event by reason of such person's age, race, creed, color, national origin, gender, disability, marital status, or sexual orientation.
4. No organization or entity using the meeting room shall restrict or prohibit access by the media or the public from photographing or recording the event, except as otherwise provided in Section

Section 5 Responsibilities of User

1. User is responsible for ensuring that no damage occurs to the room or furnishings and for returning the room to its original configuration before departing. Town staff is not responsible for providing or rearranging furniture or equipment.
2. User is responsible for providing Audio/visual equipment for their use. Any and all Town equipment located in the reserved room cannot be used. This includes, but is not limited to, amplification system, microphones, and other AV equipment.
3. User is responsible for ensuring that the "horseshoe" table and the Judge's bench area in the Boardroom are not used for any reason. Sitting at, behind, or in either of these locations is prohibited.
4. User is responsible for ensuring that no food or beverages shall be served or consumed at the Public Works facility or Town Hall except in the Lobby, and then only with the express permission of the Town Clerk. Under no circumstances shall alcoholic beverages be served or allowed on Town premises.
5. User is responsible for ensuring that any entrances to the room and the building are secured upon leaving.
6. User is permitted to use only the room(s) they have reserved and shall not use any other portion of the facility or enter the Town Hall office area for any reason.
7. Failure to adhere to these rules may result in a Town Board determination that the organization or person will be barred from using meeting rooms in the future.

Section 6 Application Procedure

Any organization seeking to use Town meeting rooms shall complete the Room Use Application. If the application is accepted and the use scheduled, an orientation with the Town Clerk's office will be held and the person designated as responsible for the use will sign an Orientation Checklist acknowledging familiarity with Section 2: Rules Regarding Use. (If reservation is outside normal hours, i.e. Sat/Sun or evenings, orientation should be scheduled during normal business hours closest to the event date to avoid conflicts with the availability of the keys)

Section 7: Indemnity

Any group or individual using the premises pursuant to these policies shall agree, as part of the application process, to defend, indemnify and hold the Town harmless for any and all liabilities, losses, damages, claims, actions, suits, and expenses (including reasonable attorneys' fees) arising out of or in connection with the actual or proposed use of the premises by such organization or individual.

Section 8: Appeal to Town Supervisor

Any person aggrieved by the decision of the Town staff to deny or grant the use of any of the above-mentioned Town facilities, or by any other decision of the Town staff related thereto, may

appeal such decision to the Town Supervisor, provided the appeal is made within 15 days of the decision of the Town staff from which an appeal is being taken. Any decision of the Town Supervisor may be reviewed pursuant to Article 78 of the Civil Practice Laws and Rules, provided an action seeking such review is instituted within 30 days of the date the Supervisor rendered his or her decision.

Section 9: Right to Revise

The foregoing states the policies of the Town as of the date of adoption of these policies. The Town reserves the right at any time to modify the policies relative to the use of Town facilities, including abrogating entirely the right to use same by outside entities, groups or individuals not employed by or associated with the Town's own municipal functions.