



**CITY OF EDINA
CITY HALL PUBLIC MEETING ROOM POLICY**

Purpose

This policy establishes guidelines for the scheduling and use of public meeting rooms in Edina City Hall.

Scheduling

Meeting room use during business hours is limited to official City business. During evenings and weekends, use will generally be prioritized in the following order:

- City Council
- Boards and commissions
- Working groups or committees
- Edina-based non-profit groups
- Town Hall meetings hosted by elected officials other than the City Council.

City staff reserves the right to alter the priority list for other important public, community or staff events. Groups with standing room reservations should expect that they may occasionally be “bumped” to accommodate other higher-priority groups or events.

Space in City Hall may not be reserved for the following types of groups or events:

- Commercial or for-profit events or meetings such as private business meetings, sales solicitations, or seminars for the purpose of selling products or services
- Religious services, prayer meetings or religious ceremonies
- Wedding receptions, ceremonies or private parties
- Events where exterior signage or displays are required
- Political party meetings, conventions, caucuses or fund raisers
- Private/personal clubs, study groups or accountability groups

Other City facilities such as Braemar Golf Course, Centennial Lakes Park Hughes Pavilion, or Arneson Acres Park may be available for rental for these activities.

Meeting Room Details

City Hall contains two public meeting rooms (Community Room and Mayor’s Conference Room) and two “special use” areas (Council Chambers and the West Foyer). Details about each room are highlighted in the table below. A cost recovery fee may be charged for staff time to operate audiovisual equipment.

Room	Capacity	Available Technology
Council Chambers	88	This room has a sophisticated video camera presentation system and studio lighting. Only people designated by the City may operate the equipment.
West Foyer		Lobby kiosk and audio equipment is available upon request. Only people designated by the City can operate the equipment.
Community Room	22	This room has sophisticated computer presentation equipment. When possible, it is desirable that a City staff member be present to operate the presentation equipment. For other authorized organizations, a designated individual must have received training on the operation of the equipment prior to the day of the meeting.
Mayor’s Conference Room	14	No computer or projector is available; however, the room contains a screen for portable devices.

General Room Rules

Groups using City Hall meeting rooms are expected to abide by the following rules:

- Groups or individuals wishing to reserve any of the four areas for meetings must make arrangements through the Administration Department. Requests for the use of extra/special equipment should be made in a timely fashion. Groups may be directed to work with the Communications and Technology Services Department for special technology needs.
- The schedule of meetings in City Hall is made available by Police Dispatch and IT personnel to assure that the west entrance is open for evening and weekend meetings and for security purposes. Upon leaving the building, the group may use the in-house phone in the foyer by the Police Department—dialing 590 or 591—to inform PD of its departure.
- Every group using City Hall must be under competent adult leadership. The user will assume full responsibility for the group's conduct and for any damage to the building or equipment.
- Any damage to the facilities or equipment must be reported to the Administration Department as soon as possible.
- If the areas have been rearranged, they must be returned to their original condition. All rooms should left clean and free of debris.
- Food may be served in the Community Room, the Mayor's Conference Room and the West Foyer. Each of the two rooms has a sink and small coffee maker. Food and beverages are not allowed in the Council Chambers.
- The use of alcoholic beverages is prohibited in City Hall.