

CITY OF MARQUETTE, MICHIGAN

ADMINISTRATIVE POLICY

Policy Number: 2003-01	Revision Date:	City Manager Signature:
Date Adopted: March 4, 2003	City Manager Signature:	
Department: Administrative		

SUBJECT: USE OF COMMISSION CHAMBERS

PURPOSE: This policy is a guidance document on the use of Commission Chambers which recognizes the significant financial investment made in the Chambers, and limits usage to formal meetings and events. The City has refurbished and equipped rooms within City Hall and the Lakeview Arena which are available for other use and were developed, in part, to decrease use of the Chambers by the general public and provide expanded services for meeting rooms which are available for less formal City functions.

POLICY:

This policy restricts the use of the chambers to functions of the City Commission, Marquette Board of Zoning Appeals, and Marquette Planning Commission. The use of the audio and video equipment within the chambers shall be governed by the use policy previously adopted by the City Commission for Commission functions. The Marquette Board of Zoning Appeals and Marquette Planning Commission may adopt their own rules governing audio and video equipment.

No food or beverage is to be consumed within chambers. Additional procedural matters governing the meetings of each board may be found in policies titled "Rules and Procedures" as adopted by each respective board.

The use of the room by other persons or organizations is discouraged, but may be allowed at the discretion of the City Manager's Office and subject to terms and conditions which may be imposed at that time. Any use proposed other than those outlined above, may only be permitted by the City Manager's Office.

In order to facilitate timely maintenance of the Chambers, all parties reserving use of the Chambers shall do so by utilizing the City's master scheduling calendar which shall serve as notice to the City's maintenance staff and avoid conflicting scheduling.