



CITY HALL MEETING ROOM POLICY

December 2002
AMENDED July 2009

1. PURPOSE

- It is the policy of the City of West Linn that meeting rooms within City Hall are for the purpose of conducting City business or training. However, certain groups or agencies, such as Neighborhood Associations, may be allowed to use the facilities provided that such use does not interfere with the operations of the City. Generally, such use will be limited to weekdays only.

2. APPLICATION PROCEDURE

- Requests shall be made online:
 - <http://westlinnoregon.gov/citymanager/request-use-public-meeting-space>
- There is no fee for use. However, a group designee must be identified as the person accepting responsibility for the group.

3. ROOM INFORMATION

- Bolton
 - Capacity: 25
 - Location: First Floor, City Hall
- Rosemont Summit
 - Capacity: 10
 - Location: Second Floor, City Hall
- Council Chambers
 - Capacity: 75
 - Location: Second Floor, City Hall

4. GUIDELINES FOR USE

- Users of meeting rooms in City Hall are asked to confine their activities to the room they have been assigned.
- Public restrooms are provided in the lobby area on both floors of the building.
- A courtesy phone is available at the counter near the Parks Department. This phone is provided for brief, local calls only.
- Persons using the rooms shall provide their own supplies, including pens, pencils, and paper.

5. PROCEDURE

- Upon successful online submission of a meeting room request, an email will be sent to the group designee or contact to confirm room reservation.
- A key to City Hall and alarm code will be provided to the group designee or contact 24 hours prior to the meeting, for each individually scheduled meeting.
- Learning to lock, unlock, arm, and disarm the building are required functions of successful room reservation. Additional information will be provided once a successful reservation is made.