

# CITY OF HOLLAND – USE OF CITY FACILITIES POLICY

Adopted by the Holland City Council on July 7, 2004  
Amended on August 6, 2008 (Council Action #08.432)  
Amended on Feb. 19, 2014 (Council Action #14.80)

## Purpose

The City of Holland's facilities include community rooms, parks, parking lots, parking decks, streets, sidewalks, recreation areas, and other government buildings and facilities. The intent of this policy is to provide sufficient forums for gathering and expression of speech as well as maintain uses that are consistent with the particular forum. It is not the intent of this policy to allow uniformity of expressive conduct at each location. Any attempt to limit the use of a forum is not intended to silence speech or to engage in prohibiting expressive conduct based upon its content.

## General Procedure

Except as otherwise stated, these General Procedures shall apply to all City of Holland's facilities. Procedures for specific City of Holland facilities supersede the General Procedures outlined below. Procedures may vary between external rentals and internal City of Holland Department rentals. The differences will be listed below as needed.

- I. Applicant must apply to use a City of Holland facility by submitting a Use of City Facilities application to the City Clerk's office. Additional information may be required by other departments to insure compliance with the requirements and regulations of this policy. Prior to the use of any facility, the application must be approved by designated officials of the appropriate departments.
- II. Applicant must pay a Use of City Facility application fee. Payment must be submitted with the application. The application fee is non-refundable. This fee will be set annually by resolution of the City Council.
- III. Complete application must be submitted at least 45 days before the date of the event. Any application submitted less than 45 days prior to the event will be charged a late fee, which is set annually by resolution of the City Council. Every attempt will be made to process a late application. Depending on the nature and location of an event, however, the application may be denied due to insufficient processing time allowed. Applications will be accepted beginning October 1 for the following calendar year.
- IV. Applicant may be required to pay a security deposit. The security deposit will be refunded upon inspection of such facility and confirmation that no property damage has occurred. Renters will be invoiced separately for any damage that occurs during their rental equaling the amount of the expense needed to correct the damage.
- V. Applicant must sign the application, acknowledging that neither the City of Holland nor the appropriate department assumes any liability for injury or loss of personal property.
- VI. Application must be completed and signed by an adult 21 years of age or older who will attend and supervise the entire event or activity.
- VII. Every attempt will be made to approve or deny an application within 14 business days of receiving a completed application. However, the approval of certain events may require a longer approval process depending on the nature of the event and the applicable department(s).
- VIII. A Civic Center or 8<sup>th</sup> Street Market Place rental contract must be signed by the renter / authorized agent and deposit check must be received by the specified date on the rental contract to secure the reservation.
- IX. An applicant who has been denied a request to use a facility of the City of Holland may appeal such decision to the City Council within ten (10) days after notice of denial. The applicant shall state in writing the basis for the appeal and provide such written appeal to the City Clerk. Upon receipt of the written request, the City Clerk shall provide notice within fifteen (15) days of hearing to the applicant. The time for a hearing may be extended in the event of unforeseen circumstances. Upon approval, the City Council shall adopt a resolution setting forth its findings applicable to the appeal.
- X. The Cancellation Policies for the Civic Center, 8<sup>th</sup> Street Market Place and recreation fields are stated in the rental information packets and rental contracts of those locations. For all other locations, cancellation of any facility use may occur 72 hours prior to the scheduled use without forfeiting fees collected by the City of Holland, less the application fee. Please refer to the rental documents for the cancellation policies for specific locations. In the event of cancellation by the City of Holland, notice will be given as far in advance of the scheduled use as possible.
- XI. The City of Holland will not be liable for any accidental injury to any persons or loss or damage to group or individual property. The City of Holland requires the applicant to provide a certificate of insurance naming the City of Holland, its boards, commissions, officials, directors, employees, and agents as an additional insured. The amount of such insurance shall not be less than \$1 million per occurrence for commercial general liability insurance and levels of insurance may be increased by the City for risks based upon liability uses associated with certain events.
- XII. Once a permit has been issued for the use of a City of Holland facility, such permit shall not be transferred, assigned or sublet. All permits will be issued for specific facilities and for specific hours.
- XIII. Persons or Organizations holding an event without obtaining necessary permits or not following the conditions while holding an approved event will be assessed a fine and future requests for events may be denied.

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### General Regulations for City of Holland Facilities

- I. All persons using the City of Holland facilities shall observe and comply with the regulations of this policy, the rules of the appropriate department, all applicable ordinances of the City of Holland, and all federal and state laws.
- II. No group's activities shall interfere with the administration of the City of Holland.
- III. The City of Holland facilities and equipment are to be left in the same condition as they were prior to the rental. The renter is responsible for paying for any damage to property or loss of property. A fee equal to the total replacement cost will be charged. It shall be the responsibility of the renter to ensure that unauthorized portions of the facility are not used. Continued or repeated use of City of Holland facilities will be contingent upon the care of the facility, property and equipment, and observance of all approved rules and regulations.
- IV. The capacity for any facility shall not be exceeded, as determined by the City of Holland using the current fire code and shall adhere to current fire protection code requirements.
- V. For all indoor facility rentals involving people younger than 18 years old, there shall be at least one (1) adult for every ten (10) minors in attendance, who shall remain in the facility for the duration of the activity.
- VI. Smoking is prohibited in all City of Holland facilities including the restrooms. Smoking is prohibited outside of all facilities within 25 feet of all entrances.
- VII. No gambling of any kind shall be conducted on or in City of Holland facilities.
- VIII. Events including alcoholic beverage possession and consumption must meet the requirements of the Michigan Liquor Control Commission, the Ordinance Code of the City of Holland, and the rules and regulations that have been promulgated there under. Alcoholic beverage possession and consumption is only permitted in a limited number of City facilities.
- IX. Private groups wishing to collect fees, donations, or admission charges will be considered commercial users, unless group has 501(c)(3) status.
- X. For the purposes of this policy, non-profit status is defined as an organization that is so defined by Section 501(c)(3) of the Internal Revenue Service (IRS) Code. Local non-profit organizations include ones that have an office in the City of Holland, Michigan, have 50% or more of membership or directors consisting of City of Holland residents, and are open to the public.
- XI. Storage space will not be granted for any ongoing activity or uses.
- XII. A group or organization may request that a City department co-sponsor an event by contacting the appropriate department. A co-sponsoring department will have a designated employee present at the event.
  - A. The department Manager will make a decision regarding a co-sponsorship request based on the following:
    1. If the event promotes the mission of that department
    2. Employee availability for date of event
    3. Any other factors that reasonably serve the city of Holland's legitimate governmental interests
  - B. Applicant is responsible for all costs associated with the event such as, but not limited to, application fee, electrical use, set-up fees and equipment rentals.
  - C. The only cost the co-sponsoring City department will be responsible for is additional employee wages associated with the event.
- XIII. In the event an applicant requests multiple or consecutive dates for the use of a City facility or facilities, the frequency of use shall be reviewed in accordance with the following criteria:
  - A. the number of dates requested for the use of City facilities;
  - B. the proposed duration for uses of City facilities;
  - C. whether the proposed activity would generate adverse conditions relating to parking, noise, or other uses affecting adjacent and adjoining property;
  - D. whether the proposed schedule of activities by applicant would adversely affect or conflict with other concurrent or anticipated uses of City facilities by the City, the general public, and other users;
  - E. whether the multiple uses and duration of uses proposed by the applicant would require additional staffing, expense, or cost which would not otherwise be chargeable to the applicant.

Within ten (10) business days after receipt of a multiple use or date request, a determination shall be made by the designated representative of the City for such request. In the event the request is denied, the applicant may, within five (5) business days thereafter, file an appeal to the City Manager or his designated representative for review and consideration. In the event the appeal is denied, the decision of the City Manager or his designated representative shall be final.

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## Priorities of Use

Unless provided otherwise in this policy, permission for the use of a City of Holland facility shall be granted on a first come/first-served basis, subject to the following priorities:

- I. All official City of Holland department-initiated and/or conducted activities.
- III. All official City of Holland co-sponsored groups and/or activities such as community groups and activities which are not non-profit organizations and of an educational nature which may be brought under the sponsorship of a department.
- IV. Recreational, religious, social, or civic activities sponsored by local non-profit organizations.
- V. Recreational or social activities of City of Holland residents which are not open to the public.
- VI. Recreational, religious, social, or civic activities and/or groups which are non-resident promoted or sponsored by non-profit organizations which are open to the public, but do not qualify under IV above.
- VII. Schools, colleges, hospitals, and other similar civic groups not qualifying under the definition of a non-profit.
- VIII. All other individuals and groups.

## Facilities

- I. Use of City Streets, Sidewalks, and Public Rights-Of-Way
  - A. Parades, Runs, Walks, or Other Events on Streets and/or Sidewalks

Permission to hold a parade, run, walk or other event in the City right-of-way must be obtained by filing a Use of City Facilities application packet with the City Clerk's office. This packet will then be circulated to various departments, including the Public Safety Police Division for approvals. If the event will take place in the Principal Shopping District (PSD) area, approval from the Downtown Development Authority (DDA) / PSD office may need to be obtained before the request is presented to the various City departments.
  - B. Requests for Street and Public Right-of-Way Closings on 8<sup>th</sup> Street or in the PSD Area:
    1. Closures for emergency infrastructure repairs that require closing any part of the City Right-of-Way may be initiated by the Transportation Services Division. In this event, a copy of the Traffic Control Order will be sent to the DDA / PSD Office.
    2. In general, 8<sup>th</sup> Street will not be closed for an extended period of time except for the annual Downtown Sidewalk Sales and during the Tulip Time Festival. For other events of shorter duration traveling down 8<sup>th</sup> Street where it is necessary only to close an intersection as participants pass by, requests will be handled through the application process indicated in Section A above.
    3. All other street closing requests for 8<sup>th</sup> Street or other streets in the PSD area must first be presented to the DDA / PSD Board, and the approval of the DDA / PSD Board will be necessary in order to proceed with street closings. Upon approval, the Public Safety Police Division will prepare requirements for reserve officers, barricades, signage, etc., and the Transportation Services Division will issue the necessary Traffic Control Order. Contact the DDA / PSD office at 616-355-1050 for an application.
    4. In the event a street closing request is denied by the DDA / PSD Board, the applicant may appeal the decision in writing to the City Manager, asking to place the request on the City Council agenda. Through this process, the City Council's decision will be final and binding.
  - C. Block Parties

Permission to hold a Block Party in the City right-of-way must be obtained by filing a Block Party application with the Community and Neighborhood Services (CNS) Department. CNS will coordinate with the applicant regarding barricades, signage, etc. A Traffic Control Work Order is required for all Block Parties.
- II. Parks & Recreation Facilities
  - A. Centennial Park
    1. Centennial Park is a unique forum for expression. It abuts a residential neighborhood and historically, there have been a multitude of uses in the park. It is also unique because it has limited parking. Due to these unique characteristics, Centennial Park is primarily intended as a passive park for the enjoyment of residents and visitors who wish to stroll through the park and enjoy the trees, flowers, fountains and statues. However, the gazebo is available for weddings and other community activities.
    2. The gazebo may be reserved for a fee to hold weddings between the hours of 8 a.m. and 8 p.m., for a maximum of 90 minutes per event, under the following conditions:
      - The number of participants / attendees may not exceed 50 persons;
      - Chairs may be used only in the gazebo, and must be provided by the user;
      - No tents or stakes are allowed;
      - Receptions may not be held in the park;
      - No rice may be used, but birdseed is acceptable;
      - No electrical amplification is allowed;
      - No nails or wires may be used;
      - An application form must be filed with and approved by the Parks Division;
      - Please refer to the rental documents for the cancellation policy for this location.

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3. Other community events and activities require the approval of the Parks & Recreation Division. Requests must be submitted to the Parks & Recreation Division Manager on forms provided by the Department. The Manager will make decisions regarding requests to use Centennial Park based on the following neutral factors:
    - Day of the week / level of community use of Centennial Park;
    - Noise associated with the event/impact on residential uses;
    - Availability of other forums owned and operated by the City of Holland for the expression requested;
    - Parking/lighting/traffic control;
    - Security of the event; and
    - Any other factors that reasonably serve the City of Holland's legitimate governmental interests.
  4. The use of any amplification equipment must be approved in advance, and the appropriate permit must be issued. The renter must provide their own amplification equipment.
  5. Electric service is available for a fee, which is determined annually by the City Council, and is stated in the rental agreement. The renter must contact the Parks Division to make arrangements for electric service (616-928-2450).
- B. Kollen Park
1. Kollen Park is a unique forum for public use and expression. Located on the waterfront of Lake Macatawa, it abuts a residential neighborhood. Historically, the park has been used for a number of different purposes such as boat launches, park, playground and picnic area. It is also unique because it has limited parking. The City of Holland desires to continue to accommodate the multitude of public uses. As a result, its uses for events (other than as a park) shall be evaluated to determine how such uses may interfere with it being used as a park.
  2. The Kollen Park bandshell is available only for City-sponsored or City co-sponsored events. The bandshell may not be reserved by any other group or organization. Requests for City co-sponsorship must be submitted to the Parks & Recreation Division Manager on forms provided by Parks & Recreation Department. The Parks & Recreation Division Manager will make decisions regarding requests to use the bandshell based on the following neutral factors:
    - Day of the week/level of community use of Kollen Park;
    - Noise associated with the event/impact on residential uses;
    - Availability of other forums owned and operated by the City of Holland for the expression requested;
    - Parking / lighting / traffic control;
    - Security of the event; and
    - Any other factors that reasonably serve the City of Holland's legitimate governmental interests.
  3. Use of amplification equipment in conjunction with a city-sponsored or co-sponsored event must be approved in advance, and the appropriate permit applied for and issued. Every effort will be made in considering such events to minimize the impacts of increased traffic, parking, and noise to the neighboring residents and others enjoying use of the park.
  4. The Kollen Park picnic shelter on the lower level of the park may not be reserved; the public may use the picnic shelter on a first come, first serve basis.
- C. Athletic Fields (Maplewood, Matt Urban and Riverview)
1. Permission to rent athletic fields for athletic events can be obtained by submitting the required documentation and fees with the Recreation Division. Fixed costs include the rental fee, site supervisor, preparation of fields, waste removal/dumpster and cleanup.
  2. Optional services also available for a fee include lights, maintenance, additional field preparation, and scoreboard.
  3. Contact the Recreation Division for a Recreation Facilities Use application and fee schedule (616-355-1130). Fees, as determined annually by the City Council, are stated in the rental agreement.
- D. Smallenburg Park
- All picnic shelters in all City parks may not be reserved; the public may use the picnic shelters on a first come, first serve basis.
- E. Van Raalte Farm
- Picnic facilities, hiking trails and other areas of the Farm are available to the general public. No reservations are accepted.
- F. Holland Heights School Park – **Regulations to be added.**
- G. Paw Paw Reserve – **Regulations to be added.**
- H. Window on the Waterfront – **Regulations to be added.**
- I. Van Bragt Park – **Regulations to be added.**
- J. Neighborhood Parks:
- |                      |                  |
|----------------------|------------------|
| Holland Heights Park | Prospect Park    |
| Lakeview School Park | Rosa Parks Green |
| Moran Park           | Water Tower Park |

These facilities are intended as passive parks to be used by neighborhood residents. Reservations for the use of any facilities in these parks will only be granted for City sponsored events. However, events which have a general benefit

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to the adjacent neighborhood may be considered on a case by case basis. The request must be submitted to the Parks & Recreation Division. The Parks & Recreation Division Manager will make a decision regarding the request based on the following:

- Day of the week/level of use by neighborhood/community;
- Noise associated with the event/impact on adjacent neighborhood;
- Availability of other forums owned and operated by the City;
- Parking/lighting/traffic control;
- Security of event;
- Any other factors that reasonably serve the City of Holland's legitimate governmental interests.

### III. Civic Center

- A. Permission to rent the Civic Center can be obtained by submitting the required documentation and fees with the Recreation Division.
- B. The Auditorium and the North Hall (Exhibition Room) are both included in the rental of the Civic Center. Base rental fees are set annually by resolution of the City Council.
- C. The approved rental fee schedule for the Civic Center has two rental categories: non-profit and commercial. Civic Center non-profit rental fees are charged to all organizations that have filed and received non-profit status from the IRS. Residence of membership and directors are not a factor in determining this rate.
- D. Additional fees will be assessed for services such as stage extensions, electrical use, power boxes, additional trash receptacles and additional staff which may be required for a specific event. These fees are determined annually by City Council and stated in rental agreement.
- E. There is a Set-up fee for setting up equipment including chairs, tables, bleachers, floor dividers, microphones, public address system, podium, or piano.
- F. Outdoor electricity is available for an extra fee and use must be arranged through the Civic Center Office. There is a fee for additional indoor electric use, including power boxes, etc.
- G. Applicant may be required to pay a security deposit. Renters will be invoiced separately for any damage that occurs during their rental equaling the amount of the expense needed to correct the damage.
- H. The Administrative Offices are not included in the rental of the Civic Center and may not be used by people who rent the building. Offices will be locked other than during regular office hours. The phones and office equipment are for office use only.
- I. No one is to use the building without the presence of authorized City personnel.
- J. There is to be No Smoking in the building. The designated smoking area is 25' beyond the building's exterior walls.
- K. The renter must provide staffing for an event, including ticket sellers, takers, ushers, police officers, stage manager, sound and lighting crews, etc. Civic Center provides one or more maintenance staff, who is responsible for the building in general and such items as heating and ventilation.
- L. Any food prepared on site or catered onto the site must meet Ottawa County Health Department requirements, and the necessary permit must be obtained. Contact the Ottawa County Health Department no later than two weeks prior to the event for permit information. The renter must provide a copy of the food service permit.
- M. For any rentals that include the use of animals, the persons in charge of animal control must contact the Holland Public Safety Police Division. This must be done no later than two weeks prior to the event.
- N. The renter must pay for the services of Holland Public Safety Police Division for security for shows such as circuses, dances, concerts, boxing events, etc. The Civic Center staff will make a determination regarding the applicability of this requirement for each event and contact Holland Public Safety Police Division accordingly. Holland Public Safety Police Division will contact and invoice the renter regarding security for their event.
- O. The Holland Public Safety Police Division may attach conditions to rental contracts relating to permits/licenses, security, hours, rules and regulations, fees and payments, and other such issues. Renters must sign a document agreeing to such conditions.
- P. No additional signage will be allowed on City of Holland property to announce a rental event. Each rental event will be placed on the Holland Civic Center's marquee as the rental schedule will allow.
- Q. INTERNAL CITY DEPARTMENT RENTALS – All of the above rules apply. Instead of a rental contract, City Department Head of the sponsoring City Department must complete an Application for Special Event at the Civic Center and / or 8<sup>th</sup> Street Plaza Form. The sponsoring City Department is responsible for additional fees that may be incurred for hosting an event (i.e. employee wages after normal business hours, etc.).

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### IV. 8<sup>th</sup> Street Market Place

- A. Permission to rent 8<sup>th</sup> Street Market Place can be obtained by submitting the required documentation and fees with the Recreation Division.
- B. The Administrative Offices are not included in the rental of the 8<sup>th</sup> Street Market Place and may not be used by people who rent the 8<sup>th</sup> Street Market Place. The offices, including phones and office equipment, are for use by Civic Center and Recreation staff only.
- C. 8<sup>th</sup> Street Market Place renters are required to supply their own tables, chairs, sound equipment, port-o-let services, and the like. The Renter will have items delivered, setup, and torn down during the allotted rental period. The Civic Center's tables, chairs, sound equipment, etc. are not to be used in the 8<sup>th</sup> Street Market Place. The Civic Center's bathrooms are not included in 8<sup>th</sup> Street Market Place rental.
- D. Serving of alcohol may be allowed in the 8<sup>th</sup> Street Market Place and Civic Center parking lot for event organized by charitable non-profit organizations only upon receipt of the required Special Event Permit from the City and Special One-Day Liquor License from the Michigan Liquor Control Commission. Those serving alcohol with the appropriate permits shall, at their expense, provide adequate security to control crowds, ensure that there is no underage drinking, and ensure that all provisions and conditions of the permit are met as outlined in the City Ordinance/License qualifications and State License qualifications. Such requirements will be provided by the Holland Public Safety Police Division and may include the hiring of private security forces and / or the retention of the Police Division personnel for the event. Criteria established by the Director of Public Safety are non-negotiable and must be accepted and followed.
- E. The renter is responsible for helping enforce the following two City Ordinances. The Holland Public Safety Police Division will help the renter with the enforcement:
  - There is to be No Smoking in the Civic Center building. The designated smoking area is 25' beyond the building's exterior walls.
  - As stated in the City ordinance, the possession and/or consumption of alcoholic beverages in the Civic Center are prohibited. Serving of alcohol may be allowed in the Civic Center parking lot for events organized by charitable non-profit organizations only upon receipt of the required Special Event Permit from the City and Special One-Day Liquor License from the Michigan Liquor Control Commission.
- F. The renter shall obtain insurance policies as required in the "Rules of Use" and on the rental contract.
- G. Electricity and water hookups are available for use; however, they must be pre-arranged through the Civic Center Office before the rental date. Fees, as determined annually by the City Council, are stated in the rental agreement.
- H. Applicant may be required to pay a security deposit. Renters will be invoiced separately for any damage that occurs during their rental equaling the amount of the expense needed to correct the damage.
- I. No one is to use the 8<sup>th</sup> Street Market Place without authorized City personnel present.
- J. The renter must provide staffing for an event, including ticket sellers, ticket takers, police officers, alcohol enforcement, etc. The City of Holland furnishes one or more maintenance staff who is responsible for the site in general.
- K. The renter is responsible for the cost of their own security and maintenance during their rental (including such items as police staffing, trash containers/removal, etc).
- L. Civic Center staff will make the necessary arrangements with other City departments regarding the closing of 8<sup>th</sup> Street between Pine and Maple Avenues for the contractual time of the event.
- M. Any food prepared on site or catered onto the site must meet Ottawa County Food Service Permit requirements, and the renter must provide a copy of the permit.
- N. It is the renter's responsibility to secure an amplification/broadcasting permit. The Permit Application is part of application packet.
- O. No additional signage will be allowed on City of Holland property to announce a rental event. Each rental event will be placed on the Holland Civic Center Marquee as the rental schedule will allow.
- P. INTERNAL CITY DEPARTMENT RENTALS – All of the above rules apply. Instead of a rental contract, City Department Head of the sponsoring City Department must complete an Application for Special Event at the Civic Center and/or 8<sup>th</sup> Street Plaza Form. The co-sponsoring City Department is responsible for additional fees that may be incurred for hosting an event (i.e. employee wages after normal business hours, etc.).

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### V. 7<sup>th</sup> Street Parking Deck

Permission to hold an event at the 7<sup>th</sup> Street Parking Deck must be obtained by filing a Use of City Facilities application packet with the City Clerk's Office. This packet will then be circulated to various departments including the Downtown Development Authority (DDA) / PSD office, Public Safety Police Division and Transportation Services Department for approvals. Due to weight restrictions, only passenger vehicles are permitted on the upper deck of the parking deck. No commercial vehicles are permitted on the upper deck.

- A. Only the upper deck may be rented.
- B. The renter is responsible for removal of trash associated with event.
- C. The Holland Public Safety Department may attach conditions to the Use of City Facilities agreement relating to permits/licenses, security, hours, rules and regulations, fees and payments, and other such issues.
- D. A rental fee, as established annually by resolution of the City Council, will be charged.

### VI. Windmill Island Gardens

A. Windmill Island is a tourist attraction operated by the City of Holland. An entrance fee may be required during certain times of the year and during certain events, unless waived by the City. Group functions may be held on the Island. However, an admission fee may be required for each person attending the function, unless entrance is in conjunction with an event at the Celebration Pavilion. The fee will be determined in consultation with the Windmill Island Director.

B. Permission may be granted for the use of Windmill Island as a backdrop for various commercial activities, such as advertising or movies. A request must be made to the Windmill Island Director and additional permits and fees may be required.

C. The Celebration Pavilion is available for rental, based upon the following:

1. Facility rental space may be reserved one year prior to the requested date. A fifty percent (50%) deposit and a signed contract are required. The remaining amount is due fourteen (14) days prior to the date of the event. All deposits are nonrefundable.
2. Within two weeks of signing the contract and making the deposit, all appropriate forms required by the City of Holland and provided by Windmill Island must be completed.
3. A security deposit is due with the remaining amount fourteen (14) days prior to the event. Windmill Island may withhold such amounts from the security deposits, but the renter's liability is not limited to the amount of the deposit.
4. The ending time for evening rentals is 12:00 a.m.; rented facilities should be cleared out and totally cleaned up by 1:00 a.m.
5. Windmill Island will remain open as a tourist attraction during regular operating hours for the season regardless of the event.
6. Windmill Island reserves the right to refuse or cancel any booking, which at its sole discretion is considered inappropriate or inconsistent with the well-being or reputation of Windmill Island Municipal Park.
7. Windmill Island staff and the Holland Public Safety Police Division reserve the right to inspect, monitor and regulate all special events in order to assure compliance with Windmill Island policies and applicable laws.
8. The host renter is responsible for the conduct of all persons in attendance including any damages incurred by Windmill Island property, artifacts, or buildings. Additionally, the host renter shall use great caution and care to prevent loss, damage, theft, injury or death, to persons or property, in connection with their use of the premises. The host renter accepts all responsibility for such loss, damage, theft, injury or death, and agrees to indemnify and hold harmless Windmill Island from any claims, demands, or suits for the same, including attorney fees.
9. Personal property of any guests brought onto the premises of Windmill Island shall be at the sole risk and responsibility of the guest. Windmill Island shall not be liable for loss or damage to any such property for any reason whatsoever.
10. At no time will cooking or open flame be allowed inside the Celebration Pavilion.
11. If alcohol is proposed to be served, the host renter is responsible for compliance with the City's Policy for the Sale/Consumption of Alcohol on Public Property. All appropriate applications must be filed, approvals received, and regulations and conditions complied with fully. Rental of the Celebration Pavilion in no way constitutes approval to serve alcohol.
12. Facility rental is only available on Windmill Island from the middle of May (after the conclusion of the Tulip Time Festival) to the end of September.

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### VII. City Council Chambers

- A. Priority for the use of the City Council Chambers shall always be given to City Boards, Commissions and/or Committees, or City Departments. No reservations shall be accepted for the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Wednesday of each month in the evening (City Council business meetings), the second and fourth Tuesday of each month from 3:30 to 6:30 p.m. (Planning Commission meetings), and the fourth (4<sup>th</sup>) Thursday of each month after 5 p.m. (Board of Appeals). City Council Chambers will not be available on days of elections.
- B. Local non-profit organizations may make a request to reserve the Council Chambers. The request should be made to the City Manager's Office, and the following guidelines will apply:
1. Reservations must be coordinated with the Community and Neighborhood Services (CNS) Department in order to ensure that proper procedures are followed for leaving doors unlocked and making sure they are properly locked at the end of the evening.
  2. If the room is to be used between the hours of 8:00 a.m. and 5:00 p.m., there will be no charge. If there are unusual set-up requirements which will require the City Hall custodian to expend a great deal of time, a cost may be assessed at the discretion of the Director of Community and Neighborhood Services.
  3. If the room is to be used after 5:00 p.m. or on a Saturday or Sunday, a fee may be charged to cover the cost of City personnel required to be present and cover the cost of any other related costs associated with the use of the building after normal business hours. These fees will be set annually by resolution of the City Council.
  4. All activities must be completed and all persons must be out of the building no later than 10:00 p.m.
  5. Users of the room shall not charge admission fees nor otherwise use the privilege for fund raising.
  6. The organization or group which has approval to use the Council Chambers is responsible for normal cleanup ensuring that trash is placed in appropriate waste containers, papers are picked up, tables are cleaned, and the room is restored to its original setup.
  7. The serving of food in the Council Chambers must be specified at the time of application and approved in advance. There is no kitchen available. All food must be prepackaged and/or catered, and all equipment and all supplies such as plates, cups, silverware, etc. must be provided by the user. All food prepared on site must meet the food service requirements of Ottawa County. Contact the Ottawa County Health Department for specific licensing requirements. A copy of the license shall be provided with the application. Food catered from a licensed kitchen and prepackaged food are exempt from this requirement.
  8. Holland City Hall is a smoke-free building. Alcoholic beverages are not permitted.
  9. No one is to use the building without the presence of authorized City personnel.
  10. The reservation calendar for the Council Chambers runs concurrent with the calendar year, i.e. January 1 through December 31. Reservations from other than City organizations will be accepted beginning October 1 for the following year.
  11. The City of Holland reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.
  12. The CNS Department must be notified if cancellation of a meeting becomes necessary. Failure to cancel 24 hours in advance of the meeting may result in a charge and/or reservations being denied in the future. No groups may transfer use of the Council Chambers to another organization without the approval of the CNS Department.
  13. Approval for the use of the room does not automatically grant approval for the use of the television control room and equipment. This equipment is only to be operated by trained staff and/or volunteers approved by City Technology (IT) Department. Any request to use television equipment must be made to the IT Department.
  14. The City of Holland is not responsible for the security of items used or displayed by groups utilizing the Council Chambers. Items may not be stored at City Hall for future use.
  15. Groups and organizations reserving the Council Chambers assume full responsibility for providing and paying for special accommodations that may be requested by participants in accordance with the Americans with Disabilities Act.

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- C. This policy applies only to the Council Chambers in City Hall. The Training Center and other conference rooms are generally available only for City functions and/or City-related activities.
- VIII. Holland Public Safety Police Division Multi Purpose / Training Room Only
- A. Priority of the room shall always be given to the Holland Public Safety Police Division for official functions.
  - B. Local non-profit or civic organizations may request to reserve the room. Any exceptions will be determined by the Director of Public Safety.
  - C. The request to use the room and schedule a reservation should be made to the Captain of the Services Division.
    - 1. Reservations will be accepted on a space available basis and maintained on the computerized city calendar. Reservations are required to be made 30 days in advance. If a conflict occurs after the reservation is made due to a police related need the department reserves the right to cancel the scheduled meeting. The applicant will be notified as soon as possible.
    - 2. The department must be notified within 24 hours of any cancellations. Failure to give a notice could result in reservations being denied in the future. No group may transfer use of the room to another organization without prior approval from the department.
    - 3. There is no charge for using the room; however, each organization reserving the use of the room shall be required to furnish a name and telephone number of a member who may be contacted regarding the reservation and who will be responsible for any damages which may result during the use of the room.
    - 4. Reservations will not be accepted for an organization's regularly scheduled meetings.
    - 5. Users of the room may not utilize the room for profit purposes. A fee for supplies may be charged in conjunction with a workshop or educational purpose.
    - 6. Holland Public Safety Police Division staff will assist with accommodating the user with chairs and tables. The user will be required to set up the room for their use and is responsible for normal cleanup ensuring that trash is placed in appropriate waste containers, papers are picked up, tables are cleaned, and the room is restored to its original setup.
    - 7. A kitchen is available; however, the serving of food must be specified and approved in advance. All food must be brought in and/or catered and all supplies such as plates, cups, silverware, etc. must be provided by the user. All extra food that will be discarded will be disposed of by using the garbage disposal and not thrown in the trash containers.
    - 8. Alcoholic beverages and cigarette products are prohibited in the building.
    - 9. Use of the room does not automatically give approval to use the audiovisual, computer or ceiling projector equipment. The user must obtain prior permission and have a person trained in advance of the meeting.
    - 10. Holland Public Safety Police Division is not responsible for the security of items used or displayed by the user or personal property of those attending the event.
    - 11. User will assume full responsibility for providing and paying for special accommodations that may be requested by participants in accordance with the Americans with Disabilities Act.
- IX. Holland Public Safety – Fire Department Training Room
- A. Priority for the use of the training room shall always be given to official Fire Department functions. No reservations shall be accepted on Wednesday evenings due to department training sessions.
  - B. Local non-profit organizations may make a request to reserve the training room. The request should be made to the Fire Department Administrative Assistant and the following guidelines will apply:
    - 1. Reservations shall be accepted on a space-available basis and maintained on a calendar under the control of the Fire Department Administrative Assistant.
    - 2. Each organization using the room shall furnish the name and telephone number of a member of the organization who may be contacted regarding a reservation, and who agrees to be responsible for any damages to fire department property resulting from use of the room by the organization.
    - 3. Reservations shall not be accepted for regularly-scheduled meetings. (NOTE: groups that have previously been granted permission to hold regularly-scheduled meetings shall be allowed to continue as long as they do not unduly obstruct use of the room by the Fire Department or other groups.)

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4. Users of the room shall not charge admission fees, nor otherwise use the privilege for fund raising. A fee for supplies may be charged in conjunction with a workshop or educational class.
  5. Groups using the room shall be responsible for setting up the room to accommodate their meeting. The group which has approval to use the training room is also responsible for normal clean-up, ensuring that trash is deposited in the appropriate wastebaskets, papers are picked up, and the room is restored to its original setup, or to a setup that has been posted at the time of the meeting.
  6. Serving of food in the training room must be specified and approved in advance. Serving of food will be subject to certain conditions to be specified at the time of the reservation. There is no kitchen available. All food must be brought in and/or catered, and all equipment and supplies must be provided by the user. Alcoholic beverages are not permitted. The entire fire station is a smoke-free building.
  7. The Fire Department is not responsible for the security of items used or displayed by groups utilizing the room. Tables, chairs, furniture, or other large items brought in by a group shall be removed from the room at the conclusion of the meeting. No items shall be stored at the station for future use without the permission of the Captain of Fire Operations.
  8. The Department reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.
  9. The Fire Department must be notified if cancellation of a meeting becomes necessary. Failure to cancel 24 hours in advance of the meeting may result in a charge and/or reservations being denied in the future. No groups may transfer use of the training room to another organization without the approval of the Fire Department.
  10. Approval for the use of the room does not automatically grant approval for the use of any Department-owned audiovisual or other equipment. This equipment is only to be operated by trained staff and/or volunteers approved by the Department. Any request to use to audiovisual equipment must be made to the Captain of Fire Operations (616-355-1020).
  11. Groups and organizations booking the training room assume full responsibility for providing and paying for special accommodations that may be requested by participants in accordance with the Americans with Disabilities Act.
- X. De Graaf Nature Center Building
- A. Use of the De Graaf Nature Center Building is limited to those private, non-profit organizations whose nature and mission have an affiliation with the Nature Center. Meetings are held during times when the Nature Center is closed to the public, so as to not interfere with the public's use of the building. Meetings will be scheduled only when it is possible to have a staff member available to open and close the building. Contact DeGraaf Nature Center to request use of the building (616-355-1057).
  - B. A rental fee, as established annually by City Council, will be charged. In lieu of payment of the fee, the members can provide community service for the Nature Center, as agreed upon by the Director.
- XI. Downtown Office (DDA/ PSD/ Parking)  
The Downtown Office has no meeting rooms available for outside groups. Meetings are limited to those associated with a Downtown function and approved by staff.
- XII. Transportation Services Facility – 333 Wyngarden Way  
The Transportation Services Office has no meeting rooms available for outside groups. Meetings are limited to those associated with a Transportation Services function and approved by staff.
- XIII. Pilgrim Home & Graafschap Cemeteries  
Use of the City cemeteries is limited to scheduled funerals and graveside services. No other buildings are available for use by the public.
- XIV. Holland Board of Public Works Power Plant  
The Holland Board of Public Works Power Plant has no meeting rooms available for outside groups. Meetings are limited to those associated with a HBPW function and approved by staff.
- XV. Louis & Helen Padnos Transportation Center  
The Padnos Transportation Center has a waiting room available for passengers and those picking up and/or dropping off passengers for the MAX Transit, AMTRAK and Indian Trails Services. The waiting room is intended for short-term use only. The remainder of the facility is occupied by MAX Transit, and no portion of it is available for use by the public.
- XVI. West Michigan Regional Airport  
The property on which West Michigan Regional Airport is located is entirely owned by the City of Holland; however, the only facility owned by the City is the terminal building. Within this building, there is a small waiting area for passengers and passenger pickup, as well as an area for pilots. There are no other meeting rooms in this building available for outside groups. All other facilities on the Airport property are under private ownership and arrangements must be made with the owners. If alcohol is proposed to be served in any of the facilities on the Airport property, the host is responsible for

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compliance with the City's Policy for the Sale / Consumption of Alcohol on Public Property. All appropriate applications must be filed, approvals received, and regulations and conditions complied with fully.

- XVII. Holland Historical Trust – Holland Museum and Cappon House  
The City of Holland owns the Holland Museum and Cappon House; however, both facilities are operated and administered by the Holland Historical Trust under a contractual agreement with the City. Policies and procedures for the use of these facilities have been adopted by the Trust and are available from that organization. The Trust is also responsible for the enforcement of the City's Policy for the Sale/Consumption of Alcohol on Public Property if an event is held at either of these facilities at which alcohol is to be served. The Director of Public Safety will also establish conditions that must be fully complied with by the renter or sponsor of the event.