

Adopted by Moncton City Council on May 20, 2014

Preamble

This policy establishes the City's priorities with respect to the public use of City Hall, and the conditions under which such use would be approved by the City.

As the centre of Moncton's local government, Moncton City Hall is a unique and special public facility. It is a place that is accessible, convenient and comfortable for the public to carry out civic business. Importantly as well, it is a place where citizens meet with City Council and staff to discuss community affairs, developing relationships and opportunities for the community at large.

In addition to its role as a civic centre, the City Hall building and outdoor plaza are important focal points in downtown Moncton. The outdoor plaza and green space have recently been identified by the City as one of several city Event Zones. As a result of greater use and planning of events at City Hall, there is growing interest from community not-for-profit groups and other organizations to partner with the City of Moncton or to independently host events using City Hall and/or the Plaza.

On a smaller scale, City Hall spaces are sometimes used by community-oriented, not-for profit organizations through one-time room or space booking requests. Because of the legislative functions in the building and limited meeting spaces within City Hall, the City is restricted in its ability to provide for such requests. Nonetheless, there is a desire to ensure that City Hall remain as accessible as possible for public use, with a particular focus on not-for-profit activities.

Policy Statements

1. The City's priorities with respect to the public use of City Hall are that:
 - a. City Hall remains an accessible, convenient and comfortable place in which to carry out civic business during regular day-time hours.
 - b. Citizens feel welcomed to attend and participate in municipal affairs at City Hall, including but not limited to City Council meetings and Council related public events, Committee meetings and other City-sponsored meetings and events, recognizing that such affairs may take place during regular business hours, evening hours and at times on the weekend.
 - c. City Hall meeting rooms and other inside spaces are made available for community-oriented activities, to the extent possible, recognizing that Council and City business needs, must be met.
 - d. The City Hall Plaza and green space are used for the safe enjoyment of the general public and for the fostering of community spirit and pride, recognizing that when such events take place, that the normal day-to-day business at City Hall must continue to be fully supported.
2. While the City wishes to support community-oriented activities at City Hall, the City has a limited financial capacity to staff and provide assistance for such events. In approving the use of City Hall spaces, the City shall define by way of this policy and a written agreement with the user, the level of service and support that the City is able to extend.
3. City Hall is, at its heart, a place of public affairs. City Hall space is primarily directed towards community-oriented activities. Commercial activities at City Hall are limited, in accordance with the provisions of this policy.

Policy Objectives

To identify:

1. The types of acceptable activities that may take place within and outside City Hall (i.e. plaza and green space).
2. The types of user groups that are allowed to make requests to the City for the use of City Hall spaces.
3. The conditions of use that user groups must comply with when using a City Hall space.
4. The procedures that user groups and City staff follow to facilitate and coordinate booking requests, including but not limited to the completion of an on-line booking request form and a signed written agreement with the City confirming applicable use conditions.

Definitions

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| Active solicitation | means the act of directly approaching people for the purposes of sharing information, recruitment or sales. |
| City Hall Staff Contact | means the person that is identified on the City Hall Spaces Booking Form as the City of Moncton staff liaison person for the activity in question. |
| Day-time business hours | means between Monday and Friday, during the hours of 8:30 a.m. and 4:30 p.m., excluding statutory holidays. |
| User Group | means the group or organization requesting to use space at City Hall, as identified on the City Hall Space Booking Form. |
| User Group Representative | means the person that is representing the group or organization requesting to use space at City Hall, and is identified as the applicant on the City Hall Space Booking Form. |

Policy

Use of City Hall Building

1. The meeting rooms and other spaces inside City Hall shall be used primarily by Moncton City Council, City of Moncton staff and the general public to carry out day-to-day civic business.
2. When not being used by City staff and/or Moncton City Council, the following rooms and spaces may be booked by not-for-profit organizations, or groups with which the City has established a partnering relationship:
 - a. 1st Floor Boardroom;
 - b. 1st Floor Lobby/2nd Floor Mezzanine;
 - c. 6th Floor Training Room; and
 - d. 6th Floor Reception Room.

Conditions of use and booking procedures, as outlined in this policy, shall apply.

3. Public use of the Council Chambers is generally discouraged, given the need to ensure that this space is available and properly set up for Council business. Approval from the City Clerk is required for public use of this space, and special conditions may apply.
4. All public booking of City Hall building space is subject to availability at the time of the booking. Furthermore, in an unlikely (however possible) situation where Moncton City Council or a member of the City's Senior Management Group deem it necessary to use the space in question, the booking shall be cancelled and the user group informed as soon as possible. This is necessary to ensure the ongoing operation of City Hall. User groups shall be informed of this provision at the time of booking.

5. Within the City Hall building, the following activities are prohibited:
 - a. Public rallies involving people protesting, promoting or supporting an issue;
 - b. Collection of names on a petition, recruitment or membership drives; and
 - c. Registered or unregistered political party events or displays.
6. City Hall is a non-partisan venue year-round. Council Members, members of the Legislative Assembly and Members of Parliament are welcome to attend events at City Hall to fulfill their roles and responsibilities as elected officials during an election campaign, but shall refrain from any campaigning.
7. A Corporate Display Case on the 1st Level of City Hall, maintained by the Facilities Department, shall be used to display gifts, presentations and awards given to the City.

Use of City Hall Plaza and Green Space

1. The outdoor Plaza and green space shall be used for the safe enjoyment of the general public and for the fostering of community spirit and pride, recognizing that when such events take place, normal day-to-day business at City Hall must continue to be fully supported.
2. The winter skating rink shall be free for public use. The rink cannot be booked by the public. Pucks, hockey sticks, ringette sticks and other items that may cause harm to the ice or patrons shall not be permitted. Users are encouraged to wear a CSA approved ice skating protective helmet.
3. When not being used for City-sponsored events, the outdoor Plaza and green space may be booked by not-for-profit organizations or groups with which the City has established a partnering relationship.

Conditions of use and booking procedures, as outlined in this policy, shall apply.

4. User groups shall provide the City with details regarding the location of any temporary infrastructure and will set-up in accordance with the City's preferred locations for electrical services.

For events taking place at the City Hall green space, items that penetrate the ground more than 6 inches (15 cm), such as temporary fencing, signage posts or tent pegs, could potentially damage underground infrastructure (gas, power and phone lines, etc.). User Groups must obtain underground locates from the utilities listed below in order to have permission to install these items. Once User Groups have received the underground locate confirmation numbers, they are required to submit appropriate confirmation numbers to City Hall Staff Contact person for final approval.

Contacts for underground locates:

Bell Aliant: 506-859-3447;

NB Power: 1-800-442-4424;

Enbridge Gas: 1-800-994-2762;

City of Moncton Utilities: 506-859-2643; and

City of Moncton Parks: 506-853-3570.

5. The collection of names on a petition and public rallies involving people protesting, promoting or supporting an issue shall be permitted in the outdoor plaza area, provided that such activities do not impede pedestrian traffic or interfere or disrupt normal business activities at City Hall or a booked activity. Active solicitation shall not be permitted.

Conditions of Use

The following conditions of use shall apply to the use of City Hall spaces:

Ensuring normal operation of City Hall

1. Activity that interferes with or disrupts normal legislative, business or booked activity at City Hall shall not be permitted.
2. Interior and exterior special events will be managed to respect the ongoing operation of City Hall. Noise levels will be kept to a minimum. Any complaints regarding noise shall be directed to the staff liaison associated with the booking.

Public Access

1. Events held in the City Hall lobby or outdoor plaza shall be open to the public. The City shall make an exception for invitation-only events associated with the City's art gallery and reception events for partnering organizations.
2. Admission to all events at City Hall shall be free of charge or pay as you can.
3. The requesting organization's mandate and activities shall not discriminate against any individual or group on any prohibited ground under the Human Rights Act.
4. Meeting room spaces booked by community not-for-profit groups do not require the event to be open to the public.

Sales and Fundraising

1. Registered not-for-profit organizations may be permitted to sell products that directly relate to the reason that they are on-site, when such funds support community programs. Products shall be limited to small merchandise, food and beverages and raffle tickets (Provincial licenses required for raffle tickets and sale of food or beverages)
2. Fundraising events shall be limited to a maximum of 2 days.
3. Sponsoring organizations involved in fundraising will provide appropriate signage, name tags or other materials to clearly identify sponsorship of the event.

Set-up, take-down and equipment

1. Unless otherwise authorized by the City, user groups are responsible for set-up and takedown activities. These activities must be coordinated with the City Hall Staff Contact person.
2. Unless otherwise authorized by the City, user groups shall provide their own event equipment, including but not limited to chairs, tables, and public address systems.
3. Due to the value and cost of Council Chambers equipment, use of this space and equipment shall be subject to the approval of the City Clerk. A refundable deposit of \$1000 may be required at time of booking.
4. City Hall furniture shall not be used outside the building without prior authorization from the City Hall Staff Contact person.

Catering, Food and Refreshments

1. In many cases, catered foods brought onto City premises must be licensed with the New Brunswick Department of Health. A copy of the license may be requested by the City as a condition of City Hall use approval.
2. City licensing requirements for propane grills or barbecues shall apply.
3. New Brunswick liquor license requirements shall apply. If liquor is being served, a copy of the license must be provided to the City and visibly posted on the day of the event.
4. No food or drinks are permitted in Council Chambers, unless authorized by the City Clerk.

Parking

1. Unless otherwise provided for by the City, event parking is available at current rates in adjacent and surrounding parking lots and metered on-street parking areas.
2. Reserving parking stalls for events is generally not permitted.

Staffing

1. To ensure the safety of all involved, no activities shall be booked at City Hall outside of regular business hours, without security (Commissionaire) presence. The User Group shall pay for Commissionaire presence, and an hourly rate shall be identified at time of booking.
2. Commissionaire presence may also be required during business hours for activities taking place on the 6th floor, particularly in situations where staff are not present during a booked event. The User Group shall pay for Commissionaire presence, and an hourly rate shall be identified at time of booking.
3. At least one knowledgeable user group representative shall be in attendance during the event. The individual(s) shall be responsible for the group and have a complete understanding of the event and the organizers responsibilities. The user group representative(s) shall ensure the smooth implementation of the event and will carry out the physical set-up and take-down on-site.
4. There shall be a minimum of one (1) user group representative per 50 people estimated at the event, up to a total of 250 estimated attendees, after which 1 additional representative shall be required for every 100 additional people anticipated to attend.
5. User groups shall be responsible for the costs janitorial services and an hourly rate shall be identified at time of booking.

Health & Safety Requirements

1. Approved events and displays shall meet the City's security, fire and safety standards.
2. Performances, events or activities in City Hall, which could potentially pose a danger to any citizen, City staff person, volunteer or contract employee will not be permitted.
3. The burning of any material, including candles, both inside the building, and on the outdoor plaza or green space areas, shall not be permitted without City approval (to be requested at time of booking).
4. Animals shall not be allowed in the City Hall building unless they are deemed "service animals".
5. The User Group shall provide at time of booking the expected number of attendees for each of the spaces requested. City staff shall confirm that the proposed number does not exceed fire code regulations.
6. Special apparatus including but not limited to smoke machines, bouncy air castles, scissor lifts/skyjacks, must comply with Provincial licensing requirements, and must be operated by qualified and/or licensed individuals.

Insurance

1. User groups will be required to provide an indemnity to the City of Moncton and proof of general liability insurance in an amount of at least \$2 Million, unless this requirement is waived by the City.

Displays

1. Display materials shall be permitted in conjunction with City-sponsored events or for events booked at City Hall (for the duration of the event).
2. Easel signs may be used to acknowledge individual groups, public agencies, and private companies supporting an event at City Hall. Signs may incorporate corporate logos or word marks.
3. The City encourages the use of bilingual signage by community groups. Where the City is a major sponsor of an event at City Hall, the City reserves the right

to require bilingual signage, where appropriate, in recognition of its official bilingual status.

4. Display materials, banners, promotional signs, and any other signage will not be attached in any way to the building structure, without the prior approval of the City.
5. There shall be no signage posted in City elevators. In lieu, the City shall encourage the use of the electronic display panel located in the 1st Floor Foyer area.
6. Set-up and take down of displays within the building shall take place within regular working hours and will be the responsibility of the User/User Group.
7. The User/User Group shall be responsible for the maintenance and care of any of displays or signage. The City shall not be held responsible for damages/losses to any display or materials in a display.

Weddings and Group Photos

1. Public areas inside and outside City Hall may be booked for photography sessions outside of business hours.
2. Commissioner presence is required, and shall be paid for by the user group at the time of booking.
3. Alcohol, confetti or rice are not permitted.
4. In the case of an outdoor booking, members of the public are permitted to be in and around the booked area.

Commercial Film Production

1. Commercial film activities shall be reviewed and approved in accordance with the City of Moncton Film Policy.

Rainouts & Cancellations

1. A Rainout option may be requested at the time of booking and a separate agreement shall be signed in association with this option.
2. Cancellations of rainout space must be received at least 24 hours in advance of the event or by Friday at noon for weekend events.
3. Cancellations of all other bookings must be received at least 24 hours in advance of the event. Failure to notify may result in security/cleaning charges being applied.

Use Agreement

1. All User Groups shall be required to sign a written agreement with the City confirming applicable use conditions.