

A BILL TO CREATE AN ORDINANCE ENTITLED:

"AN ORDINANCE ESTABLISHING POLICIES AND RULES FOR USE OF THE COUNCIL CHAMBERS AND THE COMMUNITY ROOM IN THE CITY HALL OF THE CITY OF CENTRALIA, MISSOURI, AND AUTHORIZING AND DIRECTING THE MAYOR AND CITY CLERK OF THE CITY OF CENTRALIA, MISSOURI TO SIGN A LEASE AGREEMENT WITH USERS OF THE COMMUNITY ROOM CONSISTENT WITH SUCH POLICIES AND RULES."

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF CENTRALIA, MISSOURI, as follows:

SECTION 1. The Board of Aldermen of the City of Centralia, Missouri hereby establishes the following policies and rules concerning the rental and use of the two areas known collectively as the "Community Room" in the City Hall of the City of Centralia, Missouri, and concerning the use of the Council Chambers in the City Hall of the City of Centralia, Missouri:

A. Council Chambers: Except as provided below, the Council Chambers may be used only as follows: (1) For meetings of the Board of Aldermen, Park Board of Directors, Planning and Zoning Commission, Board of Adjustment, Cemetery Advisory Committee, Tree Board, Neighborhood Watch Advisory Group, Centralia Industrial Development Authority, any governmental bodies of the City not otherwise named, City staff, the Centralia Area United Way, and the Centralia Area Chamber of Commerce; and (2) For all court sessions of the Centralia Municipal Court. The Board of Aldermen, the Mayor or the City Administrator also may authorize use of the Council Chambers by others for other purposes in appropriate circumstances.

B. Community Room: There are two rooms that can be used together or separately in the area of City Hall known as the "Community Room", and therefore they may be separately reserved and used by different users at the same time. All users of either room of the Community Room, including governmental entities other than a City of Centralia governmental entity, shall sign a Lease Agreement for the area of the Community Room being used. The Lease Agreement may be for a period of hours on one day only, or for users who regularly use the Community Room, a period of hours on specified dates over a period of time not exceeding one year. If the user signing the Lease Agreement is a City resident, no rental fee shall be charged. If the user signing the Lease Agreement is not a City resident, there shall be a rental fee of \$50.00 for each time the Community Room is used, except for use by a governmental agency or other governmental entity. The rental fee shall be paid by check or money order only. In addition, all users (except a governmental agency or other governmental entity), whether or not a City resident, shall provide a security deposit in the amount of \$50.00, to be returned or retained in accordance with the terms of the security deposit provisions of the Lease Agreement. The security deposit shall be paid by check or money order only. If the user is one who regularly uses the Community Room and has a signed Lease Agreement for specified dates over a period of time not exceeding one year, the security deposit shall be deposited into a City account and held in escrow by the City until the Lease Agreement expires, unless otherwise requested by the user or unless the security deposit is retained by the City under terms of the Lease Agreement for the user failing to comply with the security deposit provisions. If the user has rented the Community Room for a period of hours on one day only, the security deposit check or money order shall not be deposited into a City account but shall be held by the City and returned to the user if the user complies with the security deposit provisions of the Lease Agreement. A check list of lease provisions shall be prepared for use by the user and the city representative to aid in determining whether the lease provisions have been complied with for purposes of return of the security deposit. A city representative, such as the janitor, a city office employee, or a police officer, if such persons are available, shall, when possible, inspect the Community Room after the end of each lease period. The person or persons to handle such inspections and at what times shall be determined by the City Administrator. The rental fee (if required) and the security deposit (if required) shall be delivered to the City no later than the time for use of the Community Room under the Lease Agreement. No user shall be permitted to enter the Community Room and no key shall be provided to a user for the Community Room until (a) the Lease Agreement is signed, (b) the rental fee paid (if required), and (c) the security deposit provided (if required). The key shall be provided

only to the user who signed the lease. Either area of the Community Room may be reserved, up to one year in advance, by the user coming to City Hall and signing the Lease Agreement for the times desired. No reservations may be made over the telephone or without the user first signing the Lease Agreement. An adequate stock of cleaning supplies shall be kept and maintained in an accessible location for users to clean the Community Room at the end of the lease period.

SECTION 2. The Mayor and City Clerk of the City of Centralia, Missouri are hereby authorized and directed to execute a Lease Agreement with users of either area of the Community Room in the City Hall of the City of Centralia, Missouri, consistent with the policies and rules set forth in this ordinance. The form of the Lease Agreement is attached hereto as Exhibit A (one day) and Exhibit B (multiple days).

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

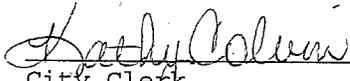
SECTION 4. This ordinance shall take effect and be in full force and effect from and after the date of its passage and approval.

PASSED this 15th day of April, 1996.



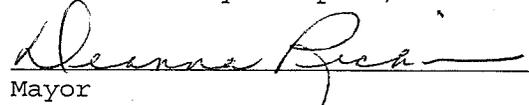
Mayor

ATTEST:



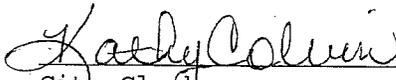
City Clerk

This ordinance approved by the Mayor this 15th day of April, 1996.



Mayor

ATTEST:



City Clerk