

Policy on the use of Meeting Rooms/Spaces in City Owned Office Buildings

The meeting rooms and space in City owned office buildings are primarily for the use of the City of Willcox in conducting the business of the City of Willcox. The City will permit the use of the meeting rooms/space (in order of preference); by other governmental entities (including State & Federal Elected Officials for nonpolitical purposes), nonprofit entities, and individuals; when the use does not cause a disruption in the delivery of services to the Public, and when the use does not cause the Public to incur additional expense of operation. Meeting rooms /space shall not be used for non-City commercial purposes.

In accordance with Federal law the City is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

The City Manager shall assign an individual to each Public office building to assure adherence of this Policy and to schedule any available meeting rooms/space within that building.

The City of Willcox always has first preference and may relocate or cancel any scheduled use of room/space for any other entity to accommodate the needs of the City of Willcox.

If there are any extra costs incurred by the City due to the use of the room/space by nonprofit entities or individuals, the using parties must pay the additional cost being incurred (lighting, heating, cooling, equipment, staff time for opening or closing, are some examples of additional costs). If the user is a governmental entity and the costs are nominal there will be no charge.