



DEPARTMENT OF
GENERAL SERVICES

CITY OF SACRAMENTO
CALIFORNIA

5730 - 24th Street, Building 4
Sacramento, CA 95822-3699

FACILITY AND REAL PROPERTY
MANAGEMENT DIVISION

Phone: 916-808-8251
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June 13, 2005

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: DRAFT CITY HALL EVENT POLICY

LOCATION AND COUNCIL DISTRICT: 915 I Street - Council District 1.

RECOMMENDATION:

This report recommends that the Mayor and City Council adopt the attached resolution approving the Draft City Hall Event Policy.

CONTACT PERSONS: Cynthia Kranc, Facilities Manager, 808-2258
Gordon Rokusek, Building Manager, 808-8430

FOR COUNCIL MEETING OF: June 28, 2005

SUMMARY:

This report:

- Provides information on the proposed City Hall Event Policy, and
- Requests approval to proceed with the Draft City Hall Event Policy.

COMMITTEE/COMMISSION ACTION:

None.

BACKGROUND:

This report provides an overview of the proposed City Hall event policy for all events happening at the City Hall site. In addition, this report requests Mayor and City Council approval to proceed with implementation of the policy. Approval of the policy is important because activities and events are already occurring at the site.

The complex offers various meeting rooms, a spacious lobby and the open plaza as possible event locations. The Council Chamber in New City Hall has state-of-the-art equipment and seats as many as 220 people. The Hearing Room, located in Historic City Hall, will seat 75 people and will be used for Planning Commission meetings and others. The lobby offers a spacious area that is conducive to conversation and is located adjacent to Sa'Cumn'e Plaza, an outdoor space between the two buildings.

PROJECT UPDATE

Moves into City Hall are on schedule. Full tenant occupancy is planned for Summer 2005. Art in Public Places continues to progress. Artwork is currently under fabrication. We anticipate installation of all artwork by Fall 2005.

CITY HALL EVENT GUIDELINES PLAN

This report requests approval of the proposed City Hall Event Policy. The Event Policy must be defined in order to provide a process for scheduling the facilities, information on scheduling an event, and guidelines to the appropriate use of the facility to insure safe and successful events.

General guidelines for use include Mayor/Council sponsored events and Civic/City sponsored events. Reservations will be required so that events are organized and on the building management's calendar. Facility coordination includes staffing, additional security officers as needed, providing access to loading dock and event location, and assurance that building systems are operational.

The following fees will be imposed for use:

- Deposit (refundable) \$200
- Supplemental security services (required after hours) \$200 flat fee
- Rental of facility (costs associated with operation) \$200 per hour

The Council Chamber and Hearing Rooms have specialized equipment that require training. The City Clerk's Office will provide the training for groups using the equipment.

The proposed Event Policy provides information on accessing the facility, loading dock operations, staffing requirements, catering and food service, floor protection, and general clean up requirements.

FINANCIAL CONSIDERATIONS:

The construction project is planned to be completed within the CIP BB81 budget.

The financial budget associated with the City Hall building operations plan was submitted with the FY 2005/06 budget cycle.

Several similar facilities were assessed in drafting the City Hall Event Policy including City of West Sacramento, Sam Pannell Community Center, and the Central Library Galleria. The proposed Event Policy is comparable to these other operations.

ENVIRONMENTAL CONSIDERATIONS:

The Environmental Impact Report for the City Hall Project is complete. The Notice of Determination was filed with the County of Sacramento on September 21, 2001.

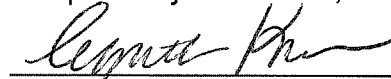
POLICY CONSIDERATIONS:

The action requested herein is consistent with Sacramento City Code, Title 3 and with the City of Sacramento's Strategic Plan goal of expanding economic development.

ESBD CONSIDERATIONS:

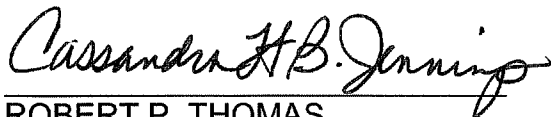
Operations vendor services have been actively or will be actively procured in accordance with established City ESBD procedures. Staff actively recruited available ESBE firms to participate in the bid process. The bid opportunities were also announced on the Project Information Line and on the City's Internet site at www.cityofsacramento.org/bids.

Respectfully submitted,



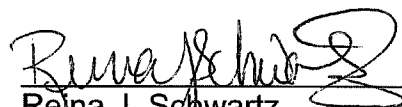
Cynthia Kranc
Facilities & Real Property Management
Division Manager

RECOMMENDATION APPROVED:



ROBERT P. THOMAS
City Manager

Approved:



Reina J. Schwartz
Director, Department of General Services

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RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL
ON DATE OF _____

A RESOLUTION APPROVING THE PROPOSED CITY HALL EVENT POLICY

WHEREAS, the move to City Hall is on schedule; and

WHEREAS, the building is operational and available for events.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

- The City Hall building proposed Event Policy as shown in Exhibit A is approved.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

Exhibit A

**City Hall Event Policy
DRAFT**

**915 "I" Street
Sacramento, CA 95814
(916) 808-1307**

Welcome to Sacramento City Hall. We appreciate your assistance in following the event guidelines. Your cooperation will assist in the preservation of this beautiful City building. We hope that your event is a success.

General Guidelines For Use & Reservations

The primary use of the City Hall facility will be for public purposes that would include at least one of the following:

- Mayor/Council Sponsored Events
- Civic and City Sponsored Events
- Events that directly benefit the residents or a significant population of the City of Sacramento.

Reservations for:

- Lobby
- Plaza

Available for use after business hours (after 5:00 p.m.), but not on Council Meeting days. Set up may begin at 4:30 p.m.

Contact Gordon Rokusek, Building Management, at 916-808-5314 or Cheryl Brown, Building Management, at 916-808-1307.

Email grokusek@cityofsacramento.org or cbrown@cityofsacramento.org

Reservations for:

- Council Chamber
- Historic City Hall Hearing Room

These facilities are appropriate for meetings or hearings and not meant for receptions or any events involving food or beverage.

Contact: Nancy Bennett, City Clerk's Office, at 916-808-7200

Email nbennett@cityofsacramento.org

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Event Requirements

Security

The City requires a City approved security service on duty when City facilities are used after business hours. The user is responsible for the cost of the security service. (See Fee Section)

Access to Facility

The event sponsor accepts responsibility to insure all users fully comply with rules set forth in this document. Keys/access will be provided to the event coordinator or sponsor after signatures are received. They are also responsible for closing down systems and returning keys.

Fire Marshal occupancy and exiting rules must be followed. All doorways and aisles must be kept clear at all times.

Please report any damage or building facility problems to Building Management. In case of emergency, dial 911 (from inside City Facilities with City phones, please dial 9-911) and notify Building Management.

Equipment Training

All groups using the Chamber or the Hearing Room and who wish to use the sound system or graphic display system, must have a representative trained in the equipment and be present during the meeting. City Clerk's office will provide training. Please call 916-808-7200 to schedule an appointment.

Loading/Unloading/Parking

Deliveries for events must be pre-arranged and coordinated with Building Management. Authorized vehicles may use the 9th & H streets loading dock for loading and unloading. All vehicles must be moved after loading/unloading. Personal vehicles are not allowed in the loading zones. There is no available parking on site.

Staffing

The event coordinator shall be on duty during the event at City Hall. The event coordinator is responsible for ensuring all general policies are met.

Sufficient sponsor representatives must be on site at the end of an event to ensure efficient and prompt teardown and cleanup. Cleanup must be completed within one (1) hour of the end of an event.

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Cleanup

During the event, the event coordinator and sponsor representatives are responsible for prompt cleanup of all spills and breakage. Mops, buckets and brooms are available for use.

After the event, the event coordinator and sponsor representative are required to:

- Sweep and mop catering prep areas
- Mop up any water at beverage stations
- Clean up all food and/or debris in area
- Empty all trash containers
- Remove all wet and dry trash from premises, including empty boxes, floral displays, etc. and dispose of these items off site
- Leave custodial closet in the same condition as found prior to the event.

Music

All music plans must be pre-approved by Building Management. Loud music is prohibited.

Decorations

The following items may **not** be used in the City Hall complex:

- Helium-filled balloons
- Candles
- Bubble solution or bubble machines
- Adhesive name badges (pin or clip variety only)
- Nails, screws, staples or tacks
- Glitter, confetti, rice, etc.
- Scotch or masking tape

Catering & Food Service

Caterer must coordinate with Building Management prior to each event to confirm catering staff arrival time. Building Management will be on duty to provide access at the agreed-upon arrival time and event location.

A minimum of one (1) catering staff person is required to be on duty at all times during catered events in City Hall.

Caterer and/or event coordinator must provide all serving materials.

All food and beverages must stay in non-carpeted areas, such as the lobby and exterior plaza. Bottled water may be used in all meeting rooms. **NO FOOD OR DRINKS (OTHER THAN WATER) ALLOWED IN THE COUNCIL CHAMBER OR HEARING ROOM.**

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Industrial-type beverage containers, including rubber beverage dispensers, may not be used in City Hall.

Tables and Chairs

If needed, the event coordinator and sponsor representative are required to provide any additional tables and chairs for use of this facility. All table and chair legs must have rubber or plastic protection. They may wish to contact City of Sacramento Special Events (916-808-6325) for assistance and to arrange for delivery.

Floor Protection

Caterer or event coordinator must provide carpeted rubber floor mats in front of all beverage stations. Carpeted rubber floor mats must also be provided behind beverage stations when catering staff is serving the beverages.

Ice bags may not be placed directly on any floor surface in the City Hall facilities. Caterers must provide tubs with mats underneath to absorb water.

Rental Equipment

All rental equipment deliveries such as dishes, linens, glassware, etc., must be scheduled with Building Management to ensure that staff is available to accept the delivery. If arrangements are not made with Building Management, deliveries may not be accepted.

Rental equipment may not be left overnight without prior authorization from Building Management.

Other Equipment

Building Management supplies trash cans and liners. However, staff does not provide carts, dollies or extension cords for use by caterers.

Specialized Equipment

The Council Chamber and Hearing Rooms have specialized equipment that require training. Prior to the event, sponsor representatives must be trained in order to use the provided equipment. Training will be provided by the City Clerk's Office.

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Food and Beverage

Food

All food must be prepared by, brought onto the premises by, and served by the caterer. This facility does not provide a food preparation or cooking area.

Beverage

Alcoholic Beverages – In order to serve alcohol at your event, special paperwork is required and must be on file, or you will not be able to have alcohol on the premises. If for some reason, we are made aware that there is alcohol being consumed without having filed the required paperwork, you will be asked to remove it from the premises or have it removed by one of your representatives. The City of Sacramento, City Hall facility reserves the right to entirely close down an event for alcohol violations.

Non-Alcoholic Beverages – Clients are not allowed to provide their own non-alcoholic beverages. All non-alcoholic beverages must be purchased from, and brought onto the premises by the caterer.

Only bottled water may be used in all meeting rooms.

Other Requirements

No Smoking

Smoking is not allowed in any public facility. City ordinance #67-022.

Fees

Groups using the complex shall pay a fee sufficient to cover operating costs associated with use of facilities including energy, maintenance, and security costs. Advance payment is required.

Deposit	\$200 (refundable)
Additional Security	\$200 flat fee for after hours events
Rental rate	\$200 per hour

Cancellation of reservation requires 48 hours advance notice.

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Liability Insurance

Written proof of coverage must be provided to us. A Certificate of Insurance in the amount of \$1 million General Liability Coverage must name the City of Sacramento as additionally insured. It must cover the entire time you have booked your event. Many people obtain a rider on their Homeowner's policy. Another option is to call 916-808-5556 – City's Risk Management Department. When you call, describe the event, event date, time frame and let them know you have a permit on file with the City Hall complex. Costs for liability vary. Insurance fees are determined depending upon the risk factor. It is not a requirement that you use the City's carrier; however, the certificate provided to us must clearly state: the facility name, address, event date, time reserved and that the City of Sacramento, its officials, officer's, agents, employees and volunteers are named as additional insured. Certificate holder will be: City of Sacramento, Risk Management Division, 915 "I" Street, 4th Floor, Sacramento, CA 95814.

Personal Items

Building Management is not responsible for any items that are lost, stolen, or left unattended at the facility.

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