

## RESOLUTION NO. 633

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AMENDING RESOLUTION NO. 597 TO ALLOW AN EXCEPTION TO THE RULE REGARDING ADVANCE SCHEDULING OF THE CENTRAL MAIN FLOOR CIVIC CENTER ROOMS.

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WHEREAS, on September 23, 2002, the City of Gig Harbor City Council passed Resolution No. 597, which established the rules for the use of the Civic Center, including public use of the central main floor of the Civic Center; and

WHEREAS, the City of Gig Harbor will permit public use of the central main floor of the City of Gig Harbor Civic Center; and

WHEREAS, the City administration has prepared policies for use and scheduling of the central, main floor of the Civic Center, and a schedule of fees that relates to facilities usage; and

WHEREAS, there are city-supported special events needing to have space reserved further in advance in order to prepare brochures, posters and other promotional materials needed for events; now, therefore,

THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Resolution No. 597, Section C, Scheduling, of the "Public Use of City Civic Center Facilities," is amended to read as follows:

- C. **Scheduling:** Groups other than city staff or official city government bodies must schedule the central main floor Civic Center rooms at least two weeks in advance, and may only schedule as far in advance as the end of the following calendar month. Exception may be made for those city-supported special events needing to have space reserved further in advance in order to prepare brochures, posters and other promotional materials needed for festivals, art shows, concerts etc. All fees must be paid at the time of scheduling to secure the reservation. Such fee payments are non-refundable within one week of the reserved date, in the event cancellation is requested. The Facilities Use Agreement, which includes guidelines for cleanup, setting up and taking down tables, must be signed at the time of scheduling. The person picking up the key will be required to sign the agreement and must be designated as the supervisor who will be in direct charge of group activities. Televisions, VCRs, overhead projectors and easels may be reserved at no additional charge. These items should be requested at the time of scheduling, or they will be unavailable.

