



City of North Port

RESOLUTION NO. 2018-R-07

A RESOLUTION OF THE CITY OF NORTH PORT, FLORIDA, DIRECTING THE CITY MANAGER TO ESTABLISH A PROCEDURE FOR RESERVING MEETING ROOMS WITHIN CITY HALL, AND ESTABLISHING CERTAIN GUIDELINES FOR THE USE OF MEETING ROOMS WITHIN CITY HALL; INCORPORATING RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission for the City of North Port, Florida, wishes to establish an administrative process and procedure for reserving meeting rooms within City Hall for use by other governmental entities, government-sponsored entities, and City-affiliated entities, as well as for other City-government purposes; and

WHEREAS, the City Commission determines that this Resolution serves the public health, safety, and welfare of the citizens of the City of North Port, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF NORTH PORT, FLORIDA, AS FOLLOWS:

SECTION 1 – INCORPORATION OF RECITALS

- 1.01 The above recitals are hereby ratified and confirmed as being true and correct and are incorporated herein by reference.

SECTION 2 – RESOLUTION

- 2.01 The City Commission of the City of North Port, Florida, hereby directs the City Manager to establish a procedure for governmental entities, government-sponsored entities, and City of North Port-affiliated entities, to reserve a meeting room at City Hall. This procedure may also be required to reserve a room at City Hall for other City-government purposes, as determined by the City Manager.
- 2.02 The City Commission directs that the City Manager establish a reservation request form that includes, at a minimum and as further determined by the City Manager, all of the following:

- (a) Requestor's name and contact information;
- (b) Specific meeting room requested to be reserved;
- (c) Number of people expected to occupy reserved room; and
- (d) Date and time for room use.

- 2.03 The City Commission directs the City Manager to make meeting rooms at City Hall available only after a submitted meeting room reservation form has been approved by the City Manager or designee. However, the City Manager may cancel any approved meeting room reservation at the discretion of the City Manager with little to no prior notice. The use of any meeting room by City of North Port government will always take priority over any other use, regardless of a reservation's status.
- 2.04 The City Commission directs that meeting room charges may apply, as determined by the City Manager.
- 2.05 The City Commission requires that reserved meeting rooms be left in the same or better condition than as found by the requestor. Where a reserved meeting room is left in a condition dirtier than as found, the requestor shall be assessed a reasonable clean-up fee as determined by the City Manager.

SECTION 3 – CONFLICTS

- 3.01 In the event of any conflict between the provisions of this Resolution and any other Resolution or portions thereof, the provisions of this Resolution shall prevail to the extent of such conflict.

SECTION 4 – SEVERABILITY

- 4.01 If any section, subsection, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then such holding shall in no way affect the validity of the remaining portions of this Resolution.

SECTION 5 – EFFECTIVE DATE

- 5.01 This Resolution shall take effect immediately after adoption by the City Commission of the City of North Port, Florida.

PASSED and DULY ADOPTED by the City Commission of the City of North Port this _____ day of _____, 2018.

CITY OF NORTH PORT, FLORIDA

VANESSA CARUSONE
MAYOR

ATTEST:

PATSY C. ADKINS, MMC
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

AMBER L. SLAYTON
CITY ATTORNEY