A U S T I N C I T Y H A L L

(Updated February 1, 2012)

GUIDELINES FOR NON-CITY USE

WELCOME!

City Hall is a public building used primarily for City business and related activities. Visitors are welcome to come to City Hall during normal business hours to view the building and the art displayed in it as long as they do not disrupt staff meetings or other City business being conducted.

BUILDING USE

City Hall is a public building to be used for public purposes. Under limited circumstances, the building may be reserved for training, receptions, or other events that have a public purpose. The plaza, mezzanine and amphitheater areas, and the media room may be reserved by the general public for uses having a public purpose, including public service announcements, press releases, protests, and cultural events that are open to the public. On Tuesdays during regular business hours, the council chambers and board and commission room may also be reserved for such uses having a public purpose. However, these areas should remain open to the general public during these activities. A reservation is required for non-city use of areas inside the City Hall building, and for the amphitheater and mezzanine.

The council chamber, board and commission room, atrium and certain balcony areas may be available for use by a private group for an event serving a public purpose. City Hall may not be used for purely personal or private events, including weddings.

Sponsorship by a council member is required for any non-City event, except for an event held in a "free speech" area designated in this policy. However, these activities may not interfere with the normal business of City Hall and are subject to the use policies and procedures contained in these guidelines.

Any reservation may be preempted by use of the room or area for City business.

Room or area	Occupancy load
Atrium (lobby)	836 people, including total building occupancy; maximum 20 tables allowed in atrium.
1101 - Board and Commission	70 people
1001 Chamber	250 people
1034 News Media Room	35 people

COUNCIL MEMBER SPONSORSHIP

Except for use of the plaza, mezzanine, and amphitheater areas, the media room, and council chambers and the board and commission room on Tuesdays during regular business hours, an

event sponsor must obtain sponsorship from the mayor or a council member or approval from the city manager to initiate the reservation process for use of City Hall. A sponsorship form is available from the building manager or, in the case of the media room, from the Public Information Office (see corresponding table).

RESERVATIONS

To make a reservation to use City Hall for a non-city purpose, the event organizer must:

- Designate one person from your organization to be your contact and decision-maker.
- Obtain written council member sponsorship on the form provided by Building Services.
- Contact Building Services by email at building.services@austintexas.gov to determine availability and to reserve your requested date. Your date will be confirmed through an Outlook meeting notice or e-mail.

Except for the media room, board and commission room and council chambers, an individual or group may not reserve space at City Hall more than once every 60 days. An individual or group may not reserve the media room more than once every 30 days. Council chambers and the board and commission room may not be reserved more than once every two months see corresponding table).

SCHEDULING

Except for the media room, board and commission room or council chambers, an event at City Hall must be scheduled not less than two weeks or more than 90 days in advance. The media room, board and commission room and chambers may not be scheduled less than 48 hours or more than 30 days in advance. The building manager may grant exceptions to the advanced scheduling requirement at his or her discretion see corresponding table).

MEDIA ROOM USE

The media room is available to make public announcements between 8:00 a.m. and 5:00 p.m. on weekdays on a first-come first-served reservation basis. It is not available as a meeting facility or on weekends.

The City's media equipment is not available for public use. The podium and microphone may be used to make public announcements. Channel 6 media coverage will not be provided for any private use of the media room.

Any special equipment or materials brought into the room must be removed at the end of the reservation period. City staff may also prohibit the use of material or equipment that may cause damage to the building.

Use of the media room may be scheduled through the Public Information Office on a form approved by the department.

Food and drink are not allowed in the media room during private use.

PLAZA, MEZZANINE, AND AMPHITHEATER USE

The following areas of City Hall are designated as free speech areas, provided that such usage does not unreasonably interfere with City business: (1) the plaza area at street level on the south

side of City Hall; (2) the amphitheater area (concrete riser steps) on the southeast corner of City Hall; and (3) the mezzanine area at the top of the amphitheater. Within these areas the public may engage in First Amendment protected activity, subject to the following regulations that are intended to protect public health, safety and welfare, and provide for the orderly conduct of City business:

- For safety reasons, including safe entry and exit from the building, events and demonstrations may not be held in the following areas:
  - The front of the south entrance between the stairs to the parking garage and the amphitheater, including the rock walls surrounding the stairs to the parking garage.
  - The area directly in front of the east side doors to the Boards and Commissions meeting room.
  - The exterior east side stairway.

Area	Occupancy load
Mezzanine	no maximum load
Plaza	no maximum load

The plaza, mezzanine, and amphitheater areas may not be used for non-City business before 6:00 a.m. or after 10:00 p.m. This time limitation does not apply to an event that occurs while a public meeting of the City Council or a board or commission is ongoing in City Hall.

The plaza, mezzanine or amphitheater area may be closed at other times if Building Services determines that closure is required for inspection, maintenance or cleaning. A person may not interfere with inspection, maintenance or cleaning of the property.

Sleeping, camping, and use or storage of sleeping equipment are prohibited on the plaza, mezzanine, and amphitheater areas at all times. Leaving unattended personal property on the plaza, mezzanine, and amphitheater areas is prohibited at all times. A person may not erect a structure or tent on these areas without prior written approval of Building Services.

The plaza area may also be reserved for non-City usage in accordance with the procedures in these guidelines. Any such reserved usage for an event will take precedence over a non-reserved use.

COUNCIL CHAMBERS AND BOARD AND COMMISSION ROOM

On Tuesdays during regular business hours, council chambers and the board and commission room may be reserved by the public for any public use, including use as a free speech venue. Sponsorship by the mayor or a council member or approval from the city manager is not required for such events.

The board and commission room and council chambers are available between 8:00 a.m. and 5:00 p.m. on Tuesdays for use by the public on a first-come first-served reservation basis. These rooms are not available on weekends.

The City's media equipment is not available for public use. Podiums and microphones may be used to make public announcements. Channel 6 media coverage will not be provided for any non-city use.

Any special equipment or materials brought into the board and commission room or council chambers must be removed at the end of the reservation period. City staff may also prohibit the use of material or equipment that may cause damage to the building.

Food and drink are not allowed in either council chambers or the board and commission room during non-city use.

BALCONIES

City Hall has three balconies overlooking Lady Bird Lake, one overlooking 2nd Street and one on Lavaca Street. The mezzanine balcony is open to the public and may be reached by the outside elevators or the exterior Lavaca Street stairs. Access to the 2nd and 3rd floor balconies may be restricted to staff and invited visitors of the Mayor and Council, and City management.

The 2nd Street "stinger" balcony, located on the third floor is open to employees and the public during regular business hours. Balcony life-safety occupancy capacity is as follows:

Area	Occupancy load
2nd floor balcony	49 people
3rd floor balcony	49 people
4th floor balcony	not rated; not considered an assembly area
Stinger	not rated; not considered an assembly area

EVENT ORGANIZER'S RESPONSIBILITIES

The event organizer is responsible for:

- Ensuring that all outside service vendors meet the City's liability insurance requirements.
- Providing necessary audio-visual equipment and services, including podium, microphone, computer presentations, and sound equipment for live music presentations.
- Scheduling and meeting all deliveries and pick-ups. Deliveries may be made only on the day of the event. Equipment pickup must occur the day of the event.
- Confirming final schedule and arrangement through the building manager, including a mandatory pre-event walk-through.
- Making arrangements with a caterer or other private vendor for delivery and pick up of any tables and chairs needed. City-owned dollies, carts, or other equipment for loading and unloading are not available for private use.
- Building cleanup and removing event-related trash must occur on the day of the event by the event organizer. City Hall dumpsters may not be used for event trash.

INSURANCE

The event sponsor and a vendor providing food, beverages or equipment, including tables and chairs, must submit proof of appropriate insurance to the building manager not less than two days prior to the event.

ADDITIONAL RESTRICTIONS

The following additional restrictions apply to use of City Hall for privately sponsored events:

- Caterer cooking stations are not allowed in City Hall.
- Event setup and teardown are prohibited between 8:00 a.m. and 5:00 p.m.
- The loading dock is restricted to loading and unloading only. The loading dock and surrounding area may not be used to store event-related materials.
- Elevators may not be used to transport tables, chairs and equipment to the mezzanine or balconies.

ALCOHOL USE

The use of alcohol in City Hall is allowed after normal business hours for functions with a public purpose. Personal or private consumption of alcohol in City Hall or on the grounds is prohibited.

Alcohol can only be served in accordance with building use guidelines at a public function. Alcohol served at a function with 20 or more attendees must be supplied by a licensed caterer with appropriate liquor legal liability insurance. A function with fewer than 20 attendees is not required to use a licensed caterer to serve alcohol. However, if a caterer is used to serve alcohol, that caterer must provide proof of liquor legal liability.

The event planner must provide the building manager with proof of liquor legal liability insurance not less than two days before the date of the event. If proof of insurance is not provided, the building manager may prohibit alcohol consumption at the event.

AMPLIFICATION

City audio-video equipment is not available for private use. Amplified speech or music is not permitted in the building before 6:00 p.m. or after 10:00 p.m. Musicians providing live music must provide their own amplification systems. Cords and cables must be visibly secured and approved for safety by the building manager.

DECORATIONS

- Use of glitter, confetti, streamers, or candles is prohibited in City Hall.
- Balloons or other inflatable items that could rise to the atrium ceiling are not allowed inside the building.
- Banners and event-related hanging items must be hung by City personnel and may only be displayed if the building manager has given prior approval.
- Decorations that cannot be hung safely or without causing damage to City Hall are prohibited.

POLITICAL CAMPAIGNS

With the exception of those locations designated as free speech venues, City Hall may not be used for political campaign-related functions or events. City resources or equipment may not be used for election campaigning. No one may make a contribution to a candidate or officeholder in City Hall. A candidate or officeholder may not solicit or accept a contribution in City Hall.

PUBLIC PURPOSE DETERMINATION

- Factors considered in determining whether an event serves a public purpose include:
    - Is the organizer an individual or a group?
    - Is the group a profit or non-profit organization?

- How long as the organization been active in the community?
- What is the demonstrable benefit to community accomplished by the organization?
- How many citizens are served by the organization?
- What is the community benefit performed by the event?
- How many people will benefit from or enjoy the event?
- What services will be provided by the organization through the event and how do those services benefit the public?
- Will the event honor the cultural diversity of the City's citizens?
- Is the event an annual event or a single occurrence?

PUBLIC INFORMATION

An information desk, 974-2668, staffed by Security, is located in the atrium. Security staff will help direct visitors to meeting areas and destinations.

SECURITY

Security is on-site from 7 a.m. until midnight Monday through Friday and 8:00 a.m. to 4:00 p.m. on Saturdays and Sundays. Security may be reached at 974-2668. See Security in the atrium for an after-hours escort to the parking garage.

SMOKING

Smoking is prohibited in City Hall, including stairwells, parking garage, all balconies and terraces and within 15 feet of building entrances.

VISITORS

Visitors to City Hall will be screened upon entry.

Summary Tables

	Reserve once every:	
	60 Days	30 Days
Media Room		X
Chamber and Board & Commission (Tue 8am – 5pm)	X	
Plaza	X	
Chamber and Board & Commission (Non free speech times)	X	
Atrium	X	

	Sponsorship required	
	Yes	No
Media Room		X
Chamber and Board & Commission (Tue 8am – 5pm)		X
Plaza		X
Chamber and Board & Commission (Non free speech times)	X	
Atrium	X	

	Window for reservation	
	Minimum	Maximum
Media Room	48 hours	30 days
Chamber and Board & Commission (Tue 8am – 5pm)	48 hours	30 days
Plaza	48 hours	90 days
Chamber and Board & Commission (Non free speech times)	2 weeks	90 days
Atrium	2 weeks	90 days