

**PUBLIC USE OF COUNCIL CHAMBERS**

*Available in alternative format (e.g., large print Braille) by request.*

Except as otherwise provided for in this policy, the Council Chambers shall be used only for the business of the City; however, if the chambers are not being used for the business of the City, then the chambers may be used by other governmental or quasi-governmental agencies for activities that are related to the performance of governmental services and by resident community groups and resident political forums.

Resident community groups include subdivision meetings, trustee meetings, and garden clubs. Resident political forums are presentations and debates between and among candidates for elected office subject to the vote of the residents of the City, hosted by non-political groups such as the League of Women Voters; however, no political forum may be held unless all candidates for the elected office agree to participate. The chambers shall not otherwise be used for the purpose of holding meetings pertaining to any function related to the election of a person to an elected office.

The Council Chambers may be used at no cost during normal business hours; however, for any use at other times, arrangements must be made to reimburse the City for any costs it actually incurs in keeping the facilities open. Any group using the chambers is responsible for reasonable care of the facilities and will be held responsible for any damage sustained. No City-owned indoor facilities other than the Council Chambers may be used for any purpose other than the business of the City.

**Smoking, gambling, drinking alcoholic beverages, and possession of intoxicants or illegal drugs and chemicals are prohibited.** There shall be no admission fees or collections. Fees assessed by tax-supported institutions or not-for-profit organizations incorporated in the state of Missouri are not considered admission fees or collections. All meetings, unless closed pursuant to the Sunshine Law (Chapter 610, RSMo), shall be open to the public. Solicitations and the selling of products or services are prohibited. The use of the chambers shall not result in financial gain for the organizations or their members.

Any use of the Council Chambers permitted under this policy must be requested in writing and scheduled with the City Clerk no fewer than seven (7) days prior to the proposed meeting. The applicant must agree to abide by the guidelines included in this policy and must sign and date a copy of this policy when submitting the application.

\*At the conclusion of the meeting, call the Police Department (314)737-4600 to have an Officer secure the building.

Resident Community Group _____	_____
	Organization Name
Resident Political Forum _____	_____
	Signature
Governmental Agency _____	_____
	Print Name
Meeting Date _____	_____
	Date Submitted