

ADMINISTRATIVE POLICY 9-4 USE OF LAWTON CITY HALL

DISTRIBUTION: PARKS AND RECREATION DEPARTMENT; CITY MANAGER'S OFFICE; GENERAL PUBLIC

PURPOSE: To establish standard terms and conditions pertaining to the appropriate use of Lawton City Hall.

BACKGROUND: In accordance with Resolution No. 19-101, approved by Lawton City Council, the City Manager is responsible for establishing standard terms and conditions pertaining to the appropriate use of Lawton City Hall through the promulgation of this administrative policy.

SCOPE: This policy applies to City of Lawton staff involved in the rental process of Lawton City Hall and extends, for general knowledge and awareness, to inquiring community members interested in utilizing Lawton City Hall.

RESPONSIBILITIES:

1. It is the responsibility of the City of Lawton to make this policy accessible to all employees and the inquiring parties of the general public.
2. It is the responsibility of pertinent employees to review and best comply with the regulations in this policy, or to present any needs of clarification to management.
3. It is the responsibility of applicable parties to independently inquire about or obtain needed associated documents/permits for certain types of rentals.

PROCEDURES:

EXTERNAL USE

1. Rentals of areas at Lawton City Hall – to include outdoor grounds – will be granted in accordance with the rules, regulations and fees outlined in Appendix A of the Lawton City Hall Schedule of Fees.
2. Rentals of areas at Lawton City Hall will be granted in accordance with the Lease Purchase Agreement between the City of Lawton and Board of Education of Independent School District No. 8.
3. Rentals of outdoor areas of Lawton City Hall will be administered and managed through administrative staff of the Parks & Recreation Department, in coordination with applicable departments, and in consideration of other scheduled events, activities or relevant circumstances. Outdoor rentals of Lawton City Hall shall generally require an Assembly Permit.

4. Rentals of indoor areas of Lawton City Hall will be administered and managed through the City Manager's Office, in coordination with applicable departments, and in consideration of other scheduled events, activities or relevant circumstances.
5. Rentals of areas of Lawton City Hall shall generally be granted on a first-come, first-served basis.
6. The City Manager, his designee, or Parks and Recreation Director may deny rental requests at Lawton City Hall during traditional hours of operation so as not to disrupt the efficiency or effectiveness of public services.
7. The City Manager, in consultation with the City Attorney's Office, may use his discretion to waive or reduce rental fees for events that promote or support a municipal government function.

INTERNAL USE

1. Reserving or otherwise utilizing areas of Lawton City Hall for City of Lawton events, collaborations or partnerships (non-meetings) may be granted at the discretion of the City Manager or his designee at no cost.

REFERENCES:

Resolution No. 19-101, City of Lawton

Proposed addition to Appendix A-19-702 of the Lawton City Hall Schedule of Fees

Lease Purchase Agreement between the City of Lawton and Board of Education of Independent School District No. 8

RECISSION: No previous version of this policy has been published.

RESPONSIBLE DEPARTMENTS: City Manager's Office; Parks and Recreation Department



Michael Cleghorn

City Manager

11/15/19