


City of SeaTac Policies and Procedures

Policy Number:	CW-006
Policy Name:	Use of City Hall conference rooms by outside agencies
Department(s):	Citywide
Effective Date:	2.14.18
Supersedes:	4.18.12
Prepared by:	Lesa Ellis, Executive Assistant
Approved by:	Joseph Scorcio, City Manager
Signature:	

Purpose: Establishes criteria and an agreement form for use of the City Hall facility by certain organizations, associations, and agencies at no charge. It pertains primarily to the use of Council Chambers and the Riverton Room, as they are accessible from the main lobby.

Policy: Due to the demand for free meeting space at City Hall, the City restricts the use of the facility by outside agencies. The city hall conference room guide includes a section titled **Outside Agency Requests**. Refer to pages 13 - 16 for instructions.

The guide is available through the SeaTac Shortcuts under the Forms and Information section.

Procedure: The City sees value and convenience in hosting meetings at SeaTac City Hall where staff and/or Councilmembers will be in attendance, rather than travelling off-site. City staff may book a conference room for meetings they will be attending in their role as a city official for a city-related purpose (instructions in the Conference Room Guide). If a staff member or Councilmember receives a request from an outside organization, the requesting agency should be referred to the City Hall Receptionist or the Executive Assistant and will be required to complete a facility agreement.