

## **EMERGENCY ORDINANCE NO. 2020-16**

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 1065 OF THE CODIFIED ORDINANCES TO ELIMINATE REFERENCE TO THE JAMES MONROE COMMUNITY ROOM, ALLOW FOR FULL REFUNDS FOR CANCELED RESERVATIONS, AND DECLARING AN EMERGENCY.

WHEREAS, the James Monroe Community Room no longer exists; and

WHEREAS, due to the COVID-19 pandemic the City of Monroe had to cancel reservations of the Monroe Community Room and Small Conference Room located at 6 East Avenue; and

WHEREAS, there is currently no provision for refunds when reservations are canceled.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: Chapter 1065 of the Codified Ordinances is hereby amended and supplemented to read as follows:

### “CHAPTER 1065 - COMMUNITY ROOMS

#### 1065.01. - Purpose.

The purpose of this Chapter is to establish the basis upon which the use and maintenance of the Monroe Community Room and Small Conference Room located at 6 East Avenue shall be carried out.

#### 1065.02. - General rules.

The Monroe Community Room and Small Conference Room located at 6 East Avenue, rules and regulations:

- (a) The Monroe Community Room and Small Conference Room are to be used primarily for local community organizations, but shall be available for private functions as well.
- (b) Activities are scheduled on a first come, first served basis with priority being given to organizations meeting on a regularly scheduled basis. Each organization wishing to meet on a weekly basis will notify the City at the start of each year. A new application must be completed.
- (c) All activities and reservations are subject to the approval of the City Manager or designee.
- (d) Maximum capacity of the Monroe Community Room is 150 and the Small Conference Room is 20. It is suggested to reserve the room that best fits the size of your group/organization.
- (e) The City Manager may refuse use of the facility at his or her sole discretion if the proposed use is deemed to constitute disruptive force and/or a danger to the health, safety, or welfare of the public.
- (f) No alcoholic beverages, smoking, or firearms are permitted.
- (g) No function shall begin prior to 8:30 a.m. or run past 11:00 p.m.

- (h) All trash is to be put in trash bags and placed in the trash container outside the building. Replace bags in cans if they are thrown away. New bags are found in the bottom of the cans. Sweep floor, wipe off tabletops, and clean kitchen if used. The room must be neatly organized. If the room is continuously left unclean, there will be a charge for cleaning.
- (i) Special permission must be obtained for the placement of props, decorations, and the like and, if approved, the same must be removed within the approved reservation time.
- (j) Absolutely no structural alterations or additions are permitted to the room.
- (k) No assembly program or activity that disturbs the peace, incites to riot, or provokes dissension or public protest will be permitted.
- (l) Use of the room does not constitute City endorsement, agreement, or support of any group, program, or activity.
- (m) Application may not be approved for any use which is not under satisfactory sponsorship or adequate adult supervision.
- (n) Each applicant agrees to protect, hold harmless the City and its employees from all liability arising from the applicant's use of the facility.
- (o) The City Manager or designee shall have free access to the room at all times.
- (p) The City Manager or designee shall have the right to cancel any reservation at any time.
- (q) Gambling is prohibited.
- (r) No use of open flames will be permitted.
- (s) All motor vehicles will park in designated parking areas only.
- (t) You must be in and out of the room according to your scheduled reservation.
- (u) All groups/organizations are required to submit a deposit to reserve the room.

The deposit schedule is as follows:

- (1) a. *Small Conference Room.* Other than service, civic and/or non-profit organizations serving the Monroe area, all others must submit a \$100.00 deposit at the time of reservation. The reservation and deposit must be made in person at the City building before the room is actually reserved. \$50.00 of the deposit shall be mailed within 20 days of the rental, provided the inspection of the room indicates that the facility was cleaned, left in an orderly fashion and no damage has occurred. Forfeiture of the deposit will be at the sole discretion of the City Manager or designee, after determination that some damage to the building, grounds, or equipment was sustained while under supervision of the applicant.
- b. *Monroe Community Room.* Other than service, civic and/or non-profit organizations serving the Monroe area, all others must submit a \$150.00 deposit at the time of reservation. The reservation and deposit must be made in person at the City building before the room is actually reserved. \$100.00 of the deposit shall be mailed within 20 days of the rental, provided the inspection of the room indicates that the facility was cleaned, left in an orderly fashion and no damage has occurred. Forfeiture of the deposit will be at the sole discretion of the City Manager or designee, after determination that some damage to the building, grounds, or equipment was sustained or violation of these rules occurred while under supervision of the applicant.
- (2) Service, civic and/or non-profit organizations serving the Monroe area must submit a \$100.00 fully refundable deposit per room at the time of reservation. The

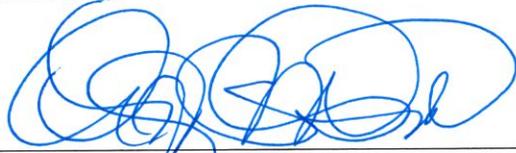
reservation and deposit must be made in person at the City building before the room is actually reserved.

- (3) A \$25.00 fee will be deducted from the deposit for all groups/organizations if the room is not found to be cleaned and left in an orderly fashion.
- (4) In the event the reservation is canceled by the City or applicant prior to the reserved use, a full refund of the deposit shall be made.
- (u) The City does not waive any future claim of recovery for damage sustained while under the supervision of the applicant.
- (v) A cashier's check or cash may be required at the sole discretion of the City Manager.
- (w) The tables and chairs can be moved around but they cannot leave the building. The tables must be neatly organized.
- (x) Before leaving, turn off all lights.
- (y) Report any problems to the police department.
- (z) Church groups may not use the room for regularly scheduled church services.
- (aa) Disruptive behavior interfering with the operations or uses of any of the buildings where the rooms are located will not be tolerated. Interference may result in immediate dismissal from the premises and/or denial of applicant's use of the room in the future.
- (bb) Restrooms are located in the hallway adjacent to the room. The rules and regulations established for the room apply to these restrooms where applicable.
- (cc) If you have any comments or concerns about the room, please let us know. Please enjoy your use of the room and keep it clean for all to use.
- (dd) Applications for use of the room shall be on a form as designated by the City Manager.”

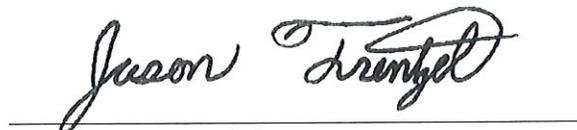
SECTION 2: This measure is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that Council desires to all for refunds due to cancellations of reservations due to the current exigent circumstances. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: May 12, 2020

ATTEST:

  
\_\_\_\_\_  
Clerk of Council

APPROVED:

  
\_\_\_\_\_  
Mayor

**"I, the undersigned Clerk of Council of the city of Monroe, Ohio, hereby certify the foregoing (ordinance or resolution) was published as required by Section 7.16 of the Charter of the City of Monroe.**

  
\_\_\_\_\_  
Clerk of Council  
City of Monroe, Ohio

This legislation was enacted in an open meeting  
ant to the terms and provisions of the Sunshine  
Section 121.22 of the Ohio Revised Code.