

City of Miami



Administrative Policy Manual

APM 4-82: Use of City Hall

Purpose	To establish a policy regarding the use and security of City Hall. Effective this date, this Administrative Policy supersedes all previous directives on this subject.
General Provisions	In order to prevent unauthorized people from entering unattended offices and to minimize the potential of theft or damage to City property, offices shall be locked when unattended. In addition, lights and other electrical equipment must be turned off when not in use. City Security shall be responsible at all times for the opening and closure of City Hall when in use by any City sponsored and City non-sponsored organizations.
Use of City Hall by City Sponsored Organizations	A City sponsored organization is an official board or committee established by the City Commission for the purpose of conducting official City business. These groups may schedule the use of City Hall by contacting the City Manager's Office or the City Manager's Designee and shall have priority in scheduling in relation to non-City affiliated organizations.
Use of City Hall Chambers by Non-City Sponsored Organizations	<ol style="list-style-type: none">1. A non-City sponsored organization is a group, which is not specifically constituted by the City Commission or does not exist for the purpose of conducting official City business. Non-city sponsored organizations permitted to use City Hall Chambers include state agencies, federal agencies, county agencies and other municipalities, and City Neighborhood Enhancement Team (NET) registered associations or groups.2. Requests by these groups to use City Hall Chambers for purposes of meeting shall be referred to the City Manager's Office or the City Manager's Designee for approval and scheduling.

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Use of City Hall Chambers by Non-City Sponsored Organizations (continued)

3. City Neighborhood Enhancement Team (NET) registered associations or groups will be authorized to use City Hall one time during a calendar year, on Fridays between the hours of 9:00 am to 8:00 pm., excluding holidays. The request to schedule a date must be received by the City one year prior to the requested date.
4. Meetings may be recorded and broadcast, however the City reserves the right to cease broadcasting in the event of City related political discussions, violence, or profanity occurs. A disclaimer shall appear throughout the broadcast to clarify to viewers that statements made during these broadcasts are not the position of the City of Miami. Meetings shall be recorded and rebroadcast at a later date based on available city channel air time.
5. Each non-City sponsored organization will be provided with a copy of the City's current Policies and Procedures for use of City Hall Chambers and will be required to adhere to the subject procedures.
6. Non-City sponsored organizations, upon completion of their meetings, are required to leave the premises free of trash, debris, and in a neat and clean condition.

Policy Number: **APM 4-82**
Date:

Issued By: _____

Carlos A. Migoya
City Manager

REVISIONS

<u>REVISED SECTION</u>	<u>DATE OF REVISION</u>
Created	10/05/1982
Revised	06/2010



Reserving the Commission Chambers & Staff/Press Rooms at Miami City Hall

Miami City Hall is located at 3500 Pan American Drive in Coconut Grove. Once in the building, you can enter the Commission Chambers, which has a capacity of 134, on either side of the lobby. The Staff/Press Room is located on the left side of the lobby, past the Commission Chambers, near the rear of the building.

To reserve one or both rooms, you can telephone or send an e-mail request clearly stating the: 1) Name; 2) Date; and 3) Time (beginning and end) of your meeting to:

Sandra Forges at 305-416-1638, SForges@miamigov.com; or
Anel Rodriguez at 305-416-2037, Axrodriguez@miamigov.com

If the room is available, you will receive confirmation of the reservation. Meetings held in both rooms are scheduled on a first-come, first-serve basis. If you would like use audio/visual equipment during your meeting, please contact the Office of Audiovisual & Broadcasting Operations at 305-250-5379. Audiovisual technicians are available at the facility for assistance.



City Hall Outside



City Hall Dais



City Hall Chambers



City Hall Chambers Facing Audience



City Hall Chamber Panoramic



City Hall Staff/Press Room