CITY OF MADISON
MUNICIPAL COMPLEX MEETING ROOM POLICY

By order of the Mayor of the City of Madison, Alabama, the following administrative policy is hereby adopted regarding the use of meeting rooms at Madison Municipal Complex, 100 Hughes Road, Madison, Alabama 35758.

1. Meeting rooms are available for public use in accordance with this policy Monday through Thursday until 10:00 p.m. and until 5:00 p.m. on Friday. This schedule may be adjusted during holiday periods. Reservations must be made in advance by contacting the main reception desk at 772-5600. Meeting rooms at the Municipal Complex are not available for public use on weekends.

2. The Mayor, Council, and Department Heads can pre-empt any group or organization which has reserved a meeting room; provided, however, that an attempt will be made to find the group or organization that is "bumped" from a meeting room an alternative meeting place.

3. Each organization shall name a contact person to be responsible for seeing that city policies regarding meeting room use are followed. The contact person for each group will be responsible for seeing that lights are turned off after an evening meeting, and that the doors to the meeting room are closed.

4. Meetings that promote a political or commercial interest or cause will be prohibited.

5. Refreshments may be served **ONLY** if prior permission is obtained from the City of Madison Mayor's Office. Certain types of food may be banned, i.e. cake with frosting that may damage the carpet. All groups are requested to clean up before leaving the building after the use of a city room. A nominal janitorial deposit may be charged at the time the reservation is made. The fee will be returned if there is no excessive clean up by our janitorial staff.

6. If any type of abuse or vandalism occurs, groups or organizations may be banned from the use of city buildings by administrative directive of the Mayor. Said organizations will be held responsible for any such abuse or vandalism.

7. This policy supersedes and replaces any prior policy related to reserving meeting rooms at Madison Municipal Complex made by or on behalf of the City of Madison or the Mayor's Office.

NOTE: Policies may differ at other city buildings, and some nominal fees may be charged at other city buildings. Consult the Department Head at Recreation for rooms under the control of the Recreation Director. Use of the training room at Fire Station Number One must be approved by the Fire Chief or the Battalion Chief on duty.

Mayor Troy Trulock
03-11-2013