

POLICY NUMBER

APM-4-82

CITY OF HAWAII

REVISIONS

REVISED
SECTION

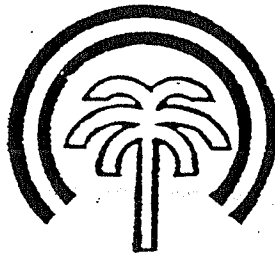
DATE OF
REVISION

DATE: October 5, 1982

ISSUED BY:

Howard V. Gary
City Manager

SIGNATURE



ADMINISTRATIVE POLICY

SUBJECT:

USE OF CITY HALL

PURPOSE: To establish policy with respect to the utilization and security of City Hall during periods outside normal business hours.

THE POLICY WILL BE AS FOLLOWS:

Effective this date, this Administrative Policy supersedes all previous directives on this subject.

A. GENERAL

In order to prevent unauthorized people from entering unattended offices and to minimize the potential of theft or damage to City property, offices should be locked when unattended. In addition, lights and other electrical equipment should be turned off when not in use.

B. 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. When the City Manager's designee has authorized the requested use, a representative of the group may obtain a key to City Hall from the Office of Labor Relations. The group's representative shall be required to sign a receipt for the key and an acknowledgement of responsibility for the security of the building and its contents during the time of the meeting. At the conclusion of the meeting, the group representative shall ensure that lights and equipment used in the conduct of business are turned off and the building is locked. The key shall be returned to the Office of Labor Relations on the next scheduled work day.



C. USE OF CITY HALL BY NON-CITY SPONSORED ORGANIZATIONS

A non-City sponsored organization is a group which is not specifically constituted by the City Commission and/or does not exclusively exist for the purpose of conducting official City business. Non-City sponsored organizations permitted to use City Hall shall be limited to state agencies, federal agencies and/or other municipalities. Civic organizations, political organizations and any other organization not defined as above shall not be permitted the use of City Hall.

Requests by these authorized groups to use City Hall for purposes of meeting shall be referred to the City Manager's Office for approval and scheduling. As a condition of approval, the group's representative must arrange and pay for the services of an off-duty City of Miami Police Officer. The Police Officer shall be on site for the duration of the meeting and shall be responsible for ensuring the security of the building and its equipment. To obtain the services of the Police Officer, the group's representative should contact the Off-Duty Employment Office of the Miami Police Department. (Phone: 579-6440)