



CITY OF BEND

# Use of City-Owned Facilities

## Policy No. CF-0001

### **City Manager Administrative Policy**

Bend Code Chapter 1.30.005 provides for 'City Manager Authority to Adopt Administrative Regulations, Policies and Guidelines.' All regulations, policies and guidelines adopted by the City Manager shall be consistent with the City of Bend Charter, the Bend Code, and council ordinances.

The following policy conforms to the above stated standards.

Authorized by City Manager:

DocuSigned by:

A handwritten signature of Eric King.

Eric King, City Manager

Reviewed by Legal Counsel:

Signed by:

A handwritten signature of Ian Leitheiser.

392FD2178C27458...

Ian Leitheiser, City Attorney

Dated: 8/4/2025

Dated: 8/4/2025

Policy No. CF-0001

Adopted: 08/04/2025

Owner: Real Estate and Facilities Director

Revised:

Revision No.

## I. Purpose

The purpose of this Policy is to establish the process and rules for use of City-owned facilities by City employees and external entities for City-related purposes. This policy is meant to supplement ADM 2023-5 Code of Conduct for City Property, which addresses behaviors by persons on City property.

## II. Policy Statement

City of Bend facilities, as defined below, must be used by City staff for City-related purposes. Except for the Municipal Court Room, City facilities may be used by external entities provided the use is for events, meetings, and gatherings that have City-related purposes. External entities are required to complete a Room Use Agreement prior to use of a City facility.

## III. Scope

This Policy applies to the following City-owned facilities used to conduct City business or provide public services:

- A. City Hall and associated downtown campus buildings, whether owned or leased by the City.
- B. The Water Services Boyd Acres Administration Building
- C. Municipal Court Room
- D. Fire Administration Building located at 1212 SW Simpson Avenue

These facilities are made available for use under this Policy for the purpose of providing functional spaces for meetings, events, and gatherings that have City-related purposes.

This Policy does not apply to any City-owned facilities not listed in this section, including those which are not intended to provide City services to the general public, such as facilities subject to security or safety restrictions, residential shelters, vacant lots, and other City real estate purchases.

## IV. Definitions

**Associated Department:** The City department most closely associated with the particular City facility requested for use under this Policy.

**City:** The City of Bend.

**City Manager:** The City Manager or their designee.

**City-related purposes:** Purposes that relate to City business, City initiatives, and City public meetings.

**City staff:** City of Bend employees.

**Elected official:** Current City Councilors and the Mayor.

**External entities:** Businesses, non-profit organizations, and outside government entities.

**User or Users:** City staff and external entities approved to use City facilities in accordance with this Policy.

**City facilities:** City Hall and associated downtown campus buildings, the Water Services Boyd Acres Administrative Building, the Municipal Court Room, and the Fire Administration Building. Use of a City facility may refer to a single room or space within the City facilities.

## **V. Policy Terms & Provisions**

### **A. Eligibility**

#### **1. Use by City Staff**

- a. City facilities are eligible for use by City staff for City-related purposes, such as conducting City business, holding City public meetings, and providing services to City of Bend residents. Use by City staff will be given priority over all other use. Elected officials seeking to use City facilities must work with City staff in the City Manager's Office to schedule use under this Policy.
  - i. Use of the Municipal Court Room is prioritized for municipal court proceedings, Police matters, Emergency Operation Center (EOC), and Incident Command Post (ICP) operations. To maintain these priorities, the City reserves the right to deny a staff member's requested use of the Municipal Court Room even if it is available on the requested date and time. Subject to this prioritization, requests for use of the Municipal Court Room by City staff will be reviewed on a first-come first-served basis.

#### **2. Use by External Entities**

- a. City facilities, except for the Municipal Court Room, are eligible for use by external entities during regular business hours Monday through Friday from 8 a.m. until 5 p.m., excluding all holidays observed by the City, for events, meetings, and gatherings that have City-related purposes. The Municipal Court Room is not available for use by external entities at any time.
  - i. City facilities are available for use by external entities subject to this Policy regardless of their viewpoints. No external entity will be denied use of City facilities on the basis of its viewpoint. Use of a City facility by an external entity under this Policy does not constitute an endorsement by the City of

the viewpoints expressed by the external entity, its members, or participants.

- ii. A City staff member must be appointed as an official City staff sponsor of the external entity's event. The staff sponsor will act as the staff liaison between the external entity and the City. The staff sponsor's responsibilities are stated in Section V.F of this Policy.
- iii. External entities are required to sign a Room Use Agreement as part of the reservation process, as provided in Section V.D of this Policy.
- iv. Use of City facilities will be prioritized for City purposes, including but not limited to use by City staff. Therefore, City facilities must be reserved and kept open for City staff use to the greatest extent possible, particularly City Hall and associated downtown campus buildings, where space is extremely limited due to heavy routine use by City staff for City-related purposes. To achieve this objective, the City reserves the right to deny an external entity's requested use of any City facility even if the subject room is available on the requested date and time, and even if the event proposed by the external entity has a City-related purpose. Subject to these priorities and reservations, requests for use of City facilities by external entities will be reviewed on a first-come first-served basis.

### 3. Emergency Use

- a. City facilities are eligible for use by City staff and external entities for emergency use, even if the use does not have a City-related purpose. Emergency use may include, without limitation, use of a City facility to hold a meeting or organize resources during or in anticipation of a natural disaster, a state or federal emergency declaration, or other emergency circumstance as determined in the sole discretion of the City Manager. Emergency use of City facilities will be approved by the City Manager in consultation with the Risk & Emergency Management Director and will be prioritized on a case-by-case basis. To the greatest extent practicable, City staff members seeking emergency use of a City facility must follow the room reservation process in this Policy. When a City staff member wants to request emergency use of a City facility for an external entity, they, as the City staff sponsor, should contact the City's Risk & Emergency Management Director to provide information about the nature of the emergency and intended use.

## B. Permitted Uses of City Facilities

1. Meetings of City public bodies, including the City Council, boards, committees, and commissions.

2. Public hearings, City forums, and community meetings that have City-related purposes.
3. City staff meetings.
4. City employee recognition.
5. City employee events.
6. Events, meetings, and gatherings, including but not limited to conferences, seminars, workshops, training sessions, and educational programs, that have City-related purposes.

### C. Reservation Process

Reservations for City-owned facilities identified in this policy must follow the **CF-0001 Standard Operating Procedure** (SOP). The CF-0001 SOP is managed and maintained by the Real Estate & Facilities Director.

### D. Room Use Agreements

The Room Use Agreement described in this Section is for City facilities besides the Municipal Court Room. It is different from the Municipal Court Room Use Agreement referenced above, which is maintained and administered by the Police Department, and is exclusively for City staff use of the Municipal Court Room.

The Room Use Agreement gathers information about the external entity's event, outlines conditions for room use (including insurance requirements), identifies technology, furniture, and equipment, provides opportunity for accessibility requests, and provides guidance on how to leave the room after the meeting or event.

The Real Estate & Facilities Director (or their designee) will maintain and manage the Room Use Agreement form. Management of the Room Use Agreement includes adding specific requirements for the identified room (such as furniture layout) in consultation with the Associated Department, issuing the Room Use Agreement to the staff sponsor for completion and submittal in accordance with this Policy, and granting or denying requests.

### E. Fees

No fees will be charged to Users of City facilities under this Policy.

## F. Responsibilities of Users

City staff are required to use City facilities with care and respect. The organizing staff member must ensure that all furniture is returned to its original correct configuration, and that the room is left clean and orderly.

City staff must reserve a City facility in accordance with this Policy and adhere to the Associated Department's facility use requirements.

When the User is an external entity, the City staff sponsor must complete and submit the Room Use Agreement, and ensure the room is left clean and in the required configuration as outlined in the Room Use Agreement. The City staff sponsor must ensure that the external entity adheres to all rules and expectations for the use of the City Facility, including the Code of Conduct for City Property, ADM 2023-5.

## G. Delegation of Authority and Enforcement

The City Manager delegates authority over the use of City facilities under this Policy to the Real Estate & Facilities Director. Pursuant to this authority, the Real Estate & Facilities Director is responsible for the oversight and enforcement of this Policy. This includes the authority to grant or deny City facility use by external entities based on room availability, compliance with this Policy, and meeting the Room Use Agreement terms.



### **Language Assistance Services & Accommodation Information for People with Disabilities**

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please contact Matt Stuart at [mstuart@bendoregon.gov](mailto:mstuart@bendoregon.gov) or 541-388-4157. Relay Users Dial 7-1-1.



### **Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad**

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto con Please contact Matt Stuart en [mstuart@bendoregon.gov](mailto:mstuart@bendoregon.gov) o 541-388-4157. Los usuarios del servicio de retransmisión deben marcar el 7-1-1.