



**Administrative Regulations
Office of the Mayor**

Title: USE OF RICHMOND CITY COUNCIL CHAMBERS

A.R. Number: 1.4 **Effective Date:** 2/1/2007 **Page:** 1 of 2

Supersedes: Use of Council Chambers **A.R.:** 1.1 **DATED:** 9/1/2000

I. PROCEDURE

The following rules shall govern use of Richmond City Council Chambers:

- A. Appointments for use of Council Chambers must be made through the City Clerk's Office.
- B. The following are priority uses of Council Chambers. No other use shall be scheduled which conflicts with a priority use and any use which is already scheduled shall be canceled if Council Chambers are needed at the same time for a priority use:
 - 1. Meetings of City Council, meetings of any committee of Council, or any public hearings or proceedings being conducted on behalf of Council.
 - 2. Meetings or hearings conducted by any board, commission, department, bureau, agency, or office of City government, including Richmond Public Schools.
- C. The following are permitted uses of Council Chambers. A permitted use may be allowed in Council Chambers, but only if it does not conflict with a priority use:
 - 1. Special meetings of civic associations, civic organizations, and citizen organizations.
 - 2. Special meetings of, non-profit, charitable organizations.
 - 3. Meetings or hearings of other governmental bodies.
- D. The following are prohibited uses of Council Chambers:
 - 1. Fund raising – unless a City of Richmond-sanctioned program, such as the United Way.
 - 2. Use by any for-profit business or commercial enterprise or organization, unless such usage is a City of Richmond-sanctioned program.
 - 3. Use for any criminal or illegal purpose.
 - 4. Regular or periodic meetings of any organization or group other than Richmond City Council.
 - 5. Use for any disorderly, obscene, pornographic, or riotous, purpose; or use at which such conduct occurs, regardless of purpose.



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- E. Any person or organization which is found to have used Council Chambers in violation of these rules shall be barred from further use of Council Chambers for a period of up to one year.
- F. All decisions about the use of the Council Chambers shall be made by the Mayor, or by the City Clerk on his behalf and subject to appeal to City Council Organizational Development Standing Committee.

II. RESPONSIBILITY

It shall be the responsibility of the City Clerk's Office to notify City Hall buildings management personnel, if possible, eight hours in advance of a scheduled meeting.

III. REGULATION UPDATE

The Office of the Mayor and the City Clerk shall be responsible for modifications to this Policy.

APPROVED:

MAYOR