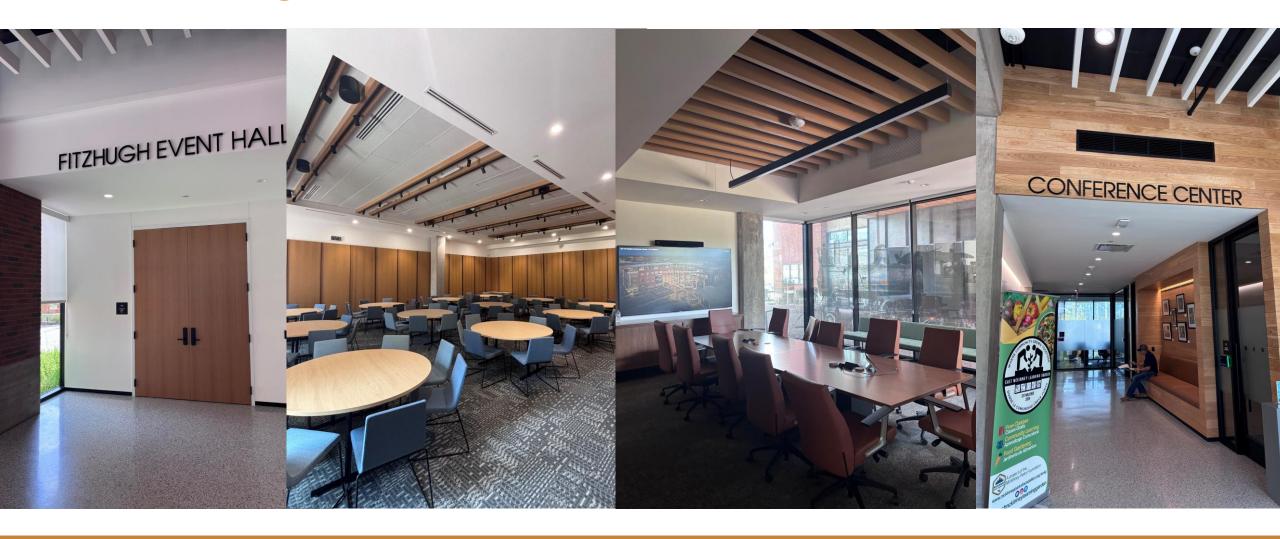
City Hall Meeting Room Use Policy

Work Session October 6, 2025



Fitzhugh Event Hall and 1st Floor Conference Rooms



Fitzhugh Event Hall General Use Guidelines

- The Fitzhugh Event Hall at McKinney City Hall is designed for:
 - City of McKinney programs
 - Educational non-profit events
 - Trainings, meetings, lectures, panels, and discussion groups
- Reservation eligibility:
 - Must be a McKinney resident (state-issued ID required)
 - City of McKinney departments have scheduling priority and may cancel conflicting reservations
- Availability:
 - Open for public reservation during City Hall business hours (Mon–Fri, 8:00 AM–5:00 PM)
 - Also available for public reservation after hours
 - 5:00 PM 8:00 PM Monday Friday
 - 10:00 AM 6:00 PM Saturday
 - After-hours rentals will require an additional fee

Fitzhugh Event Hall General Use Guidelines

- The Following uses are not permitted in the Fitzhugh Event Hall:
 - Parties, reunions, exercise/dance/music classes, arts and crafts
 - Fundraising or commercial activities (including sale or exchange of goods/services)
 - Religious worship services
 - Political events
- Admission fees or donations are strictly prohibited
- No regularly recurring/weekly bookings; only one reservation per group per 7-day period

Fitzhugh Event Hall Deposits and Fees

Deposits and Fees:

- -\$150 deposit per room (refundable after inspection)
- Deposit forfeited if room is damaged, not cleaned, or policy is violated
- Certain events will require general liability and property damage insurance
- After-hours staffing required:
 - \$125/hour (3-hour minimum), payable at time of reservation

• Liability:

- Users are responsible for all damages, including costs beyond deposit
- AV equipment damage will incur replacement/repair costs

Fitzhugh Event Hall Rules and Regulations

Reservation Requirements:

- Submit reservation requests at least 7 days in advance
- Cancellations must be made at least 24 hours prior to avoid penalty

General Use:

- Setup and cleanup must occur within the reserved time
- Early entry is not permitted, and rooms should be vacated by the end of the reservation period.
- The reserving party must remain on-site and supervise use

Fitzhugh Event Hall Rules and Regulations

Room Conduct:

- No personnel or assistance provided by the city during use
- Guests must not enter other areas of City Hall
- Appropriate attire (shoes and clothing) required
- No pets allowed
- Noise must be kept to a minimum
- No music, instruments, candles, or incense permitted
- No decorations may be attached using nails, tape, or fasteners
- No wall/ceiling/door decorations allowed

Cleaning and Property Care:

- All items brought in must be removed after the event
- Trash must be disposed of in the dumpster north of City Hall
- City is not responsible for items left behind

Food and Beverage:

Only individually packaged food and beverages allowed (e.g., snacks, bottled water, box lunches)

5th Floor Conference Rooms

• Availability:

- Open for public reservation during City Hall business hours (Mon–Fri, 8:00 AM–5:00 PM)
- Not available for public reservation after hours





Questions and Comments

