

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

