

RESOLUTION NO. 2025-10-____ (R)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCKINNEY,
TEXAS, ADOPTING THE CITY HALL FACILITY USE POLICY FOR
CONFERENCE ROOMS AND MEETING SPACES, AND PROVIDING AN
EFFECTIVE DATE HEREOF**

WHEREAS, the City of McKinney, Texas, has constructed the new City Hall on a property at 401 E. Virginia Street; and,

WHEREAS, the new City Hall includes a number of conference rooms and meeting spaces that are available for public use; and

WHEREAS, rules and regulations are needed to clearly outline the process and expectations associated with room rentals;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MCKINNEY, TEXAS, THAT:

Section 1. The City Hall Facility Use Policy for conference rooms and meeting spaces is hereby adopted.

Section 2. This Resolution shall take effect immediately from and after the date of passage and is so resolved.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MCKINNEY, TEXAS, ON THE 21st DAY OF OCTOBER 2025.

CITY OF MCKINNEY, TEXAS

BILL COX
Mayor
GERÉ FELTUS
Mayor Pro Tem

ATTEST:

EMPRESS DRANE, TRMC
City Secretary
TENITRUS BETHEL PARCHMAN, TRMC
Deputy City Secretary

APPROVED AS TO FORM:

MARK S. HOUSER
City Attorney
ALAN LATHROM
Assistant City Attorney

McKinney City Hall Facility Use Policy

Meeting Room General Uses

The McKinney City Hall Fitzhugh Event Hall and City Hall Conference Rooms were designed for training, meetings, discussion groups, panels, and lectures but primarily for City of McKinney programs and non-profit educational organizations.

You must be a resident of McKinney, Texas to reserve the room.

The City of McKinney Departments maintain priority in meeting room use and reserve the right to cancel reservations if needed.

Additional charges will apply for after-hours events to offset the cost of staffing the building outside of regular City Hall business hours.

Meeting rooms may be unavailable during voting periods.

Meeting rooms may not be used for parties, reunions, exercise, dance, or music classes. No arts, crafts, etc.

Meeting rooms may not be used for fundraising or commercial purposes. Commercial is inclusive of, but not limited to, the conduction of business wherein the exchange of goods or services for monetary value occurs.

Meeting rooms may not be used for regular worship services. The City of McKinney cannot favor any religious group or denomination and works hard to avoid the appearance of doing so.

Meeting rooms may not be used for political events.

No group will be allowed to charge admission to attend an event for which a reservation has been made.

No collection of funds/fundraising at city hall.

Meeting Room Reservations, Hours, and Fees

Requests, questions, and reservations can be made via phone at 972-547-7500

- The Fitzhugh Event Room and first floor conference rooms are available for reservations Monday through Friday from 8:00 am to 8:00 pm and Saturday from 10:00 am to 6:00 pm.
- An application must be completed and accompanied by a \$150 deposit check and brought to the City Hall Information Desk located on the 1st floor at 401 E. Virginia Street.
 - The deposit will be returned once the room is inspected and deemed in good condition and neat and orderly. Failure to return room to original condition will result in forfeiture of deposit.
 - Deposits are not refunded if room use is revoked for non-compliance.
 - All Individuals/organizations using the facility are fully responsible for damages, repairs, and replacement costs. This may include costs above the deposit amount.
- Use of meeting rooms outside of normal City Hall business hours (M-F 8:00 – 5:00) require an additional fee of \$125/hour, with a three-hour minimum, to be paid at time of reservation. This fee is to cover the cost of staff overtime.

Meeting Room Rules and Regulations

- Reservation requests shall be submitted at least 7 days before the desired date. Notice of cancellation must be given at least 24 hours before a reservation. Failure to do this will result in the refusal of future use.
- Only one reservation per group, per month is allowed.
- Reservations by other persons of the same group are not permitted.
- Staff reserves the right to require police presence, at event sponsor's expense, for large groups and/or events.

- The City of McKinney reserves the right to modify, suspend, revoke, and/or limit the number of hours an organization can use the meeting room facilities.
- Set-up and clean-up time must be included in the reservation time. Early entry is not allowed, and Meeting Rooms must be vacated by the end of the reserved time.
- Room use must be under the direct supervision of the person making the reservation and as stated on the application.
- Reservations can and will be revoked if the City of McKinney determines meeting room use does not comply with this policy. The city determines, in its sole discretion, whether meeting room use complies with this policy.
- NO Individuals/organizations shall transfer their reservation to another group.
- The City of McKinney does not provide personnel, staff or assistance of any kind during the duration of use of the meeting room.
- Event attendees must not enter other areas in City Hall.
- Shoes and clothing are always mandatory while on property.
- No pets allowed.
- Must keep noise levels to a minimum.
- Music and/or musical instruments are NOT allowed.
- Individuals/organizations must remove and/or dispose of all personal property, trash, and other items not present in the room upon arrival. The city will not store or be held responsible for any items left after a reservation.
- Nails, thumbtacks, tape, or fasteners of any kind are not allowed and must NOT be used to attach decorations to the structure or furnishings.
- Candles and incense are strictly prohibited.
- Audio/visual equipment is provided in each room and is included in a room reservation. Instructions for AV equipment will be provided in meeting rooms. Individuals/organizations using the facility are fully responsible for damages, repairs, and replacement costs of AV equipment.
- Food and drink may be consumed in the meeting rooms if the food or drinks are individually packaged, such as packaged snacks, individual containers of water, pieces of fruit, box lunches, etc. All trash must be disposed of in the dumpster north of City Hall upon completion of the meeting/event.
- Dumpsters may be used for event trash disposal.
- Use of tobacco products, vaping products, and consumption of Alcoholic beverages are prohibited on City Hall property.
- Equipment requiring voltage exceeding 110 volts cannot be accommodated.
- Individuals/organizations must leave the meeting room in the same order as it was upon arrival.

The City of McKinney reserves the right to modify and/or discontinue these Policies at any time without recourse. Failure to comply with ANY of the above policies WILL result in denial of future room use.