


<b>Administrative Order</b> <b>Subject: Use of City Facilities &amp; Equipment</b>	<b>Number: 6-3</b>
	<b>Date Issued/Revised:</b> <b>November 3, 2011</b>
<b>Responsible Department: City Manager</b>	<b>Approved:</b> 

## Purpose

To establish rules and regulations regarding the use of City facilities and equipment.

## Procedures and Regulations

The term "City facilities," as used in this Administrative Order, shall not include the Convention Center or Neighborhood Centers.

The following regulations apply to the use of City facilities:

1. Field facilities and equipment may not be used by any non-City organization or for any non-City function. Use of field facilities and equipment by City organizations for City-related functions may occur only with the consent of the department operating the facility.
2. Organizations, political or non-political, may use City facilities, excluding field facilities, only when the facility is made available to all parties and organizations on an equal basis, including rent or use fees, if applicable, and such use does not conflict with other City activities.
3. Use of certain City facilities may be restricted in order to provide availability of such facilities for primary use by City staff.
4. Government agencies, such as the State or other political subdivisions and special districts, will not be required to pay a fee for the use of City facilities.

All other organizations will be required to reimburse the City for the use of facilities and/or equipment, according to a schedule of fees established in the Master Fee Schedule. Political organizations will pay established commercial rates.

5. In special cases, the Director of Aviation shall have the authority to designate specific sites at Fresno Yosemite International Airport and Chandler Field for public purpose use.

The term "field facilities," as used in the Administrative Order, shall include, but not be limited to, fire stations, the Wastewater Treatment Plant, water yard, police dressing stations, the Municipal Service Center, and any other non-City Hall facility designated as a work station for City employees.

6. No person shall camp on any City property unless otherwise permitted by City Ordinance or at designated campgrounds. "Camp" means utilizing or storing tents, temporary shelters, sleeping bags, cooking equipment, and similar items for the purpose of occupying and/or sleeping at that location between the hours of 10 p.m. and 7 a.m.