

ORDINANCE NO. 2024-O-XXXX

CREATING CITY OF LAREDO CODE OF ORDINANCE, CHAPTER 31, ARTICLE VI, WATER MUSEUM USAGE FEES SECTION 31-243 TO ESTABLISH A FEE SCHEDULE FOR THE USAGE AND RENTAL OF THE LAREDO WATER MUSUEM.

WHEREAS, the City of Laredo Utilities Department utilizes the Laredo Water Museum as a key outreach and education tool;

WHEREAS, the City of Laredo Utilities Department finds it in the best interest of the Laredo Water Museum to impose fees for the usage of the museum during regular and after-hours operations; and

WHEREAS, any fees generated will be utilized for the maintenance and operation of the museum itself and to purchase water conservation promotional materials.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO, TEXAS:

Section 1: The city of Laredo Code of Ordinances, Chapter 31, Utilities, Article VI, Water Museum Usage Fees, Sec. 31- 243 is hereby created as follows:

Sec. 31-243. Fines and fees for the Laredo Water Museum

- (a) *Facility rentals.* The following are available for rent at the Laredo Water Museum: Multi-purpose auditorium, or upper-level conference room. Rooms are available for non-profit and profit-making organizations and may not be used for social, religious, political or commercial purposes. A non-profit organization must be a 501(c)(3) as defined by the IRS. A copy of the organization's current IRS 501(c)(3) status letter must accompany all applications. Profit-making organizations may use rooms for meetings or staff training sessions. Sales, distribution or promotion of merchandise for sale is not allowed.

Any exhibition of copyrighted material, i.e., video, music, documents, etc., must comply with United States Copyright Laws, which include public performance rights. Proof of copyright compliance must be submitted at the time of room reservation.

Room use fees must be paid within two (2) weeks of application's approval. Reservation is not guaranteed until payment is received. Additional equipment use fees will also apply (See fines, fees and personnel services schedule). Payments must be made in the form of a money order or check. Cash is not accepted. Failure to submit payment will result in the cancellation of the application. Cancellations must be submitted in writing to the Water Conservation Planner. Fees paid will not be applied to future room rentals. Refund of total fees paid including those for equipment rental are made according to the following cancellation schedule:

- 61—90 calendar days in advance: 100%
- 31—60 calendar days in advance: 75%
- 22—30 calendar days in advance: 50%
- Under 21 calendar days: no refund

All museum-sponsored programs or functions take precedence over new applicants for room use. All government entities including city departments are also assessed fees and must also comply with all other requirements as stated herein.

Rooms will be reserved no more than three (3) months but at least two (2) weeks in advance. The application form will be filled out and signed by an authorized representative of the organization and approved by the Water Conservation Planner. The application form is available online at www.laredoutilities.org. Applicants must select from available room setups. Special setups or reconfigurations will be assessed an additional fee. Reservations are made for one (1) two-hour interval and include applicant preparations. An adult must sponsor and supervise youth groups. A ratio of one (1) adult per ten (10) students is required. An authorized representative of the organization must be present one (1) hour before the scheduled event to confirm that setup and equipment requests are in order. No last-minute setup changes or equipment requests will be honored.

Refreshments are not permitted in the upper-level conference room or the museum exhibit area (no exceptions). Refreshments are permitted in the multi-purpose auditorium but require prior museum administration approval. Drinks containing red dye or greasy

foods are strictly prohibited (no exceptions). Menus must be submitted along with room application. No paint is permitted on the premises. Applicants will be notified of the room use decision within twenty-four (24) hours of application submittal. No alcoholic beverages are permitted without special permission from the city council. If any of these conditions are not followed it will result in expulsion and/or will result in denial of future use for the organization.

All meetings will be free and open to the public. Admission fees will not be charged. Meetings will end thirty (30) minutes before the museum closes during weekdays (five or six p.m. depending on the day) The upper-level conference room, museum facility, and multi-purpose auditorium are available only during regular operating hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.). The multi-purpose auditorium or museum facility may be used beyond normal museum hours with prior Utilities Director approval. Use of the museum beyond normal hours will require additional fees and may not exceed 8 p.m. The rooms must be left clean and in an orderly condition and will be inspected to insure readiness for the next group. An additional fee will be assessed if room is not left in its original condition. The auditorium and meeting room are equipped with tables and chairs. If furniture is moved, it must be returned to the original configuration before leaving. The City of Laredo and the Utilities Department are not responsible for accidents or injury caused by reconfiguration of furniture setup.

Groups using the rooms or facility agree to indemnify and hold harmless the City of Laredo and the Utilities Department, its agents and its representatives from any and all suits, actions, claims, or demands of any character or nature arising out of, or brought on by, any injuries or damages sustained by any person as a consequence, or result of the use of the room, its furnishings or equipment. Groups using the rooms or facility are responsible for the condition of all equipment, furniture and museum exhibits. They will be billed for any damages to the room and/or equipment as a result of their use. Items to be displayed shall not be taped or tacked to walls or moldings. The Utilities Department assumes no responsibility for any materials on display or items left behind.

Group conduct is the responsibility of the presiding officers or the contact person. The Water Conservation Planner will refuse application for any particular room if its intended use will disrupt the normal use of the museum. Disruptions include excessive traffic through common areas, distracting visuals or sound effects or use which attracts attendees in excess of posted occupancy loads, and any political, religious or social actions. The maximum occupancies for rooms are posted and depend on room configuration. Any individual participant's misbehavior will result in expulsion and/or will result in denial of future use for the organization.

By applying for use of a room, the sponsoring group acknowledges that the City of Laredo and the Utilities Department do not sponsor the activity. The group also agrees that the City of Laredo and the Utilities Department will not be identified as parties associated in any way with the group's activities in any of its literature or publicity. The water museum administration reserves the right to deny or withdraw permission for the use of any room to any organization that violates policies and procedures or if the room is needed for

emergencies. The rental of the facility, auditorium and conference room may be rented out to the same organization a maximum of once per month.

- (b) *Media services.* Some equipment will require operation and/or supervision by a trained media technician to ensure proper use, maintenance and longevity of specialized apparatuses (See fines, fees and services schedule).

The Utilities Department is not responsible for any equipment malfunction or operator error, which might cause damage to CDs, DVDs, or computer software. The museum is not responsible for any malfunction or operator error which might result in a loss of information or data in any media format. In addition, the museum is not liable for technical failures or operator errors which might inhibit the quality, delay, or otherwise cause ineffective presentations and/or room use. All reasonable efforts will be made to accommodate the audio-visual needs of the user.

- (c) *Fines, fees and services schedule.*

Room use fees during regular operating hours:

For nonprofit organizations:

Multipurpose auditorium (includes podium and handheld microphone): \$350.00 for 2 hours - Additional hours: \$175.00 per hour

Upper-level conference room: \$200.00 for 2 hours - Additional hours: \$100.00 per hour

For profit-making organizations:

Multipurpose auditorium (includes podium and handheld microphone): \$450.00 for 2 hours - Additional hours: \$225.00 per hour

Upper-level conference room: \$300.00 for 2 hours - Additional hours: \$150.00 per hour

Room use fees during non-operating hours:

For nonprofit organizations:

Multipurpose auditorium (includes podium and handheld microphone): \$500.00 for 2 hours- Additional hours: \$250.00 per hour

Upper-level conference room: \$350.00 for 2 hours- Additional hours: \$175.00 per hour

For profit-making organizations:

Multipurpose auditorium (includes podium and handheld microphone): \$600.00 for 2 hours - Additional hours: \$300.00 per hour

Upper-level conference room: \$450.00 for 2 hours- Additional hours: \$225.00 per hour

Refund cancellation schedule:

61—90 calendar days in advance: 100%

31—60 calendar days in advance: 75%

22—30 calendar days in advance: 50%

Under 21 calendar days: no refund

Equipment use fees:

Overhead projector: \$20.00 per day

Extra Microphones: \$30.00 per day

White board: \$10.00 per day

Coffee Urn: \$20.00 per day

Personnel services fees:

Custodial services/cleanup services: \$40.00 per day

Audio-Visual Assistance: \$25.00 per day

Materials fines and fees:

Lost or damaged materials (current cost of replacement plus processing fee of \$5.00)

Office supply fees:

Plain white paper, 8½ × 11: \$0.10 per page

Plain white paper, 11 × 17 (when available): \$0.15 per page

Pens: \$0.25 each

Computer printouts, B&W, 8½ × 11 only: \$0.10 per page

**PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS
DAY OF _____, 2024.**

DR. VICTOR D. TREVINO
MAYOR

ATTEST:

MARIO MALDONADO, JR.
CITY SECRETARY

APPROVED AS TO FORM:

JOAQUIN A. RODRIGUEZ

ASSISTANT CITY ATTORNEY