



**PLANNING AND DEVELOPMENT SERVICES DEPARTMENT (PDSB)
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Neighborhood Meeting Space Policy

City-owned Facilities and Pima County Libraries

The Planning and Development Services Department (PDSB) can assist registered neighborhood associations engaging in civic purposes by identifying City-owned facilities, such as Council Ward Offices and neighborhood centers, or Pima County libraries that can accommodate neighborhood association meetings. Neighborhood associations, of course, may make their own arrangements to meet in these or other locations that meet the associations' needs.

Public School Facilities

PDSB is no longer able to secure meeting facilities in public schools in any of the school districts that serve City residents. This change of policy is due to the City's inability to continue regular funding of meeting facility fees and/or liability insurance that are required by the school districts. Neighborhood associations may choose to hold meetings in residents' homes or may choose to make their own arrangements for school meeting space and pay any related fees themselves.

The only exceptions may be in those limited circumstances in which there are no City-owned facilities or Pima County libraries within a one-mile radius of a neighborhood that can accommodate the neighborhood's meeting needs. In those circumstances, a neighborhood may request assistance from the City to secure a meeting space in a public school, keeping in mind the following:

- It typically takes a minimum of three (3) weeks to book a school meeting facility.
- Schools typically charge a cancellation fee if a meeting is cancelled without adequate notification, that is, within two (2) working days.
- Even in those circumstances in which the City agrees to secure a meeting space for a neighborhood association because there is not an alternative space within a one-mile radius that can accommodate the neighborhood meeting, the City cannot make arrangements for special meeting times or cover additional costs related to those special times. Examples of special times would be a weekend, holiday, or summer break, and additional costs would be for having school staff available at those special times. A neighborhood association may make its own arrangements for special meeting times and may pay all the related fees itself.

Who Can Use the City Meeting Facility Assistance Services?

Any registered neighborhood association with both signed and dated bylaws and current officer names and contact information on file with PDSO may use City services to assist with (a) identifying City-owned facilities or Pima County libraries that can accommodate neighborhood meetings or (b) arranging for public school meeting space if there are no City-owned facilities or Pima County libraries within a one-mile radius of the neighborhood that can accommodate the neighborhood's meeting needs. The preceding services will also be provided to any group in the process of registering as a neighborhood association or a coalition.

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