

City and Borough of Juneau City Hall Building – Non-CBJ Group Use Policy

Who:

Any group that is not appointed by the Mayor, Assembly or City Manager is considered a non-CBJ group. Private individuals and groups may use the City Hall Assembly Chambers and conference rooms for meetings and community activities which are open to the public at no charge. Political fund-raisers, commercial activities and events which include alcohol are prohibited.

What:

- Assembly Chambers holds a maximum of **88** persons seated, and there are 80 chairs available in the room. Eight 6'x3' tables are available in the closet in the back of the room. A projection screen and white board are available. No other equipment is provided.
- City Hall Conference Room #224, can hold a maximum of **26** persons seated. There is a large conference table which can seat 14, and additional chairs are available. A projection screen and white board are available. No other equipment is provided.

Accessible restroom facilities are available on the second floor adjacent to the elevator and on the first floor at the south end of the building (during posted hours).

Where:

155 S. Seward Street. Access to the Assembly Chambers is through the “blue glass door” next to the mural on Marine Way, directly across the street from Marine Park. The City Hall Conference Room 224 is on the second floor at the north end of the building, and can be accessed by the elevator near the “blue door,” or by either stairway.

When:

Use of the Assembly Chambers or the Conference Room by non-CBJ groups is permitted only during regular City Hall office hours of 8 a.m. to 4:30 p.m., Monday through Friday, and is subject to availability.

Scheduling use of City Hall meeting rooms is at the discretion of the City Manager. As a public facility, use by the Assembly and its Standing Committees, CBJ Groups, officials and staff is a priority. The Assembly can pre-empt other uses at short notice and has “bumping rights.”

Weekend and evening use of the building will only be allowed when there is a CBJ staff member in attendance to monitor activities in the building.

How:

Rooms use must be scheduled through the Event Submission Form found on the CBJ Website at: <http://www.juneau.org/calendar/eventform.php>

Why – What has changed?

In order to provide better security of the building, meeting rooms in City Hall will no longer be available to non-CBJ groups after working hours or on the weekends that do not have CBJ staff supervision. We are sorry for any disruption this may cause while transitioning to this new policy, and we encourage meeting & event planners to contact the public libraries, Community Schools, Centennial Hall, Juneau Arts and Culture Center, KTOO 360 or other organizations that provide meeting space for room reservation needs.