



ADMINISTRATIVE INSTRUCTION NO. 2

USE OF CITY EQUIPMENT/PROPERTY AND MEETING FACILITIES

A. Use of City Equipment/Property:

No individual or organization may use City equipment, machinery, or property unless such use is exclusively dedicated to the furtherance of City business or unless the individual or organization receives prior approval from the Municipal Administrator or his/her designee.

B. Use of City Meeting Facilities

Organizations wishing to rent a City-owned meeting facility must abide by all rules and regulations regarding the renting and use of a City-owned meeting facility.



John B. Quinn, Mayor

February 9, 2001

Date

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