
 <p>Policy & Procedure</p>	CITY HALL USE POLICY	
	Supersedes: 9/6/2017	Date Approved: 8/5/2024
	Approved: 	Page 1 of 4

OVERVIEW	
Objective	<p>The primary purposes of the Duluth City Hall Complex are to protect the safety and security of building assets and occupants, enable the conduct of city government business, and preserve public access to government services and public meetings. This policy allows the public a reasonable opportunity to assemble while ensuring that the primary purposes of the Duluth City Hall Complex are carried out.</p>
Policy Statement	<p>This policy is authorized by Minn. Stat. § 624.72, Subd. 3 that allows a political subdivision of the State of Minnesota to promulgate reasonable rules and regulations regarding the conduct of people in public buildings or on public property to ensure the public’s free and lawful access to the Duluth City Hall Complex. Section 624.72, Subd. 3 states:</p> <p style="text-align: center;"><i>For the purpose of protecting the free, proper and lawful access to, egress from and proper use of public property, and for the purpose of protecting the conduct of public business therein or thereon, free from interference, or disruption or the threat thereof, the legislature or any public officer, agency or board having the supervision thereof may to that end promulgate reasonable rules and regulations.</i></p> <p>In addition, this policy shall be interpreted in accordance with Duluth City Code Ch. 45, Art. V.</p>
Definitions	<p>For purposes of this policy, the Duluth City Hall Complex is defined as the Building and Grounds that are used as the headquarters for the administration of the City of Duluth.</p> <p>The Building is defined as the municipal building located at 411 W. First Street, Duluth, Minnesota 55802.</p> <p>The Grounds are defined as the property owned by the City of Duluth at or adjacent to the Building, including city owned property within the area known as Priley Circle, excluding any sidewalks or roads.</p> <p>City Hall Public Space is defined and limited to the area between the pillars within the 1st floor entrance hall of the Building.</p>

Scope	The opportunity for members of the public to be present, demonstrate, or otherwise assemble in Duluth City Hall Complex and such use shall be regulated by this policy and other applicable state, federal, and local laws and regulations. This policy is not applicable to City employees or officials during the scope and course of their employment. This policy is not applicable to City-sponsored events.
Related Forms	City Hall Use Permit Application

- A. The Building is normally open to the public Monday through Friday, 8:30 a.m. through 4:00 p.m., except holidays. Outside normal hours, the Building is also open to the public in association with City council proceedings, public meetings, and other scheduled events.
- B. A person may enter and remain in the Building only when it is officially open to the public, unless authorized by a proper permit.
- C. For purposes of this section, the term, “public business” is defined as safe and orderly activities that serve a legitimate public purpose and relate to city-conducted business or operations.
- D. A person in the Duluth City Hall Complex must comply with all applicable laws, rules, and regulations, including Minn. Stat. § 609.705 regarding unlawful assembly. An individual or group may not interfere with public business, city councilors, city employees, or their clients and visitors, or obstruct the free flow of traffic in any way. Interference may include, but is not limited to, such things as blocking sidewalks, roads, parking spaces, stairwells, entrances, and exits, generating loud noise, and exhibiting intimidating behaviors.
- E. The public may, with a properly issued permit and in accordance with the rules established under this policy, assemble in the City Hall Public Space between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, except holidays. The public may assemble on the Grounds between the hours of 7:00 a.m. and 10:00 p.m.
- F. The following activities are prohibited at all times in the Duluth City Hall Complex, regardless of whether or not a person has a properly issued permit:
 1. Conduct that violates federal, state or local laws, rules, or regulations;
 2. Disrupting the free flow of traffic in and out of Building and its interior spaces or on or through the Grounds;
 3. Storing or displaying unattended personal property, items, or possessions;
 4. Using alcohol, cannabinoids, or other controlled substances without a lawful prescription.
 5. Climbing, hanging, or standing upon the statues, fountains, railings, or staircase banisters;

6. Remaining in the Building outside the hours specified in Paragraph A without permission to do so;
 7. Sleeping, camping, or establishing a campsite;
 8. Smoking, including the use of e-cigarettes, except in designated areas located outside of the Building;
 9. Littering;
 10. Possessing a gun or ammunition without a permit as required by law, or explosives, or any device designed as a weapon and capable of producing death or great bodily harm, unless possessed by law enforcement personnel;
 11. Possessing or using gas, propane, or charcoal grills; other open flame devices; fires; flammable or explosive fuel generators; or materials hazardous to public safety;
 12. Bringing pets in to the Building, except for any service or guide dog, signal dog, or other animal individually trained to work or perform tasks for an individual with a disability;
 13. Concealing of identity;
 14. Failing to disperse when lawfully ordered to do so;
 15. Engaging in other conduct that could result in damage to Duluth City Hall Complex or its occupants or building assets, and
 16. Creating high noise levels or disturbing lighting in the Duluth City Hall Complex without permission.
- G. The following activities are specifically prohibited in the Duluth City Hall Complex, unless properly permitted:
1. Putting up tents, tarps, or other structures;
 2. Affixing, draping, or holding posters, banners, or any visual props on or over the Building or its walls, doors, or fixtures, including but not limited to balconies, railings, stairs, statues and fountains;
 3. Using sticks or poles, unless required for mobility reasons;
 4. Defacing the Building, including writing words or drawing with chalk or other materials; and
 5. Using food and beverage warming appliances or similar equipment or the serving or dispersing of food and beverages.
- H. To the extent consistent with these prohibitions, the public may assemble on the exterior steps and sidewalks below the terrace of the Building without obtaining a permit. However, the City requests and appreciates prior notice of such an event.

POLICY ADMINISTRATION AND ENFORCEMENT

This policy shall be posted in a conspicuous place in the Duluth City Hall Complex. Violation of any of the rules or regulations enacted in this policy will be enforced pursuant to the procedure and penalties described in Minn. Stat. § 624.72, Subd. 4 and 5. The City reserves the right to enforce violations of this policy in accordance with all applicable laws and ordinances.

Administration and enforcement of this policy are the responsibility of the City's Property and Facilities Manager and/or the Duluth Police Department who is authorized to take all necessary and reasonable actions to achieve compliance.

PERMIT TO OCCUPY CITY HALL PUBLIC SPACE

- A. A permit is required to occupy the City Hall Public Space ("Permit") and can be obtained from the City Clerk, 411 W. First Street, Room 318, Duluth, Minnesota, 55802. There is no application fee for the Permit. Permit applications must be submitted forty-eight (48) hours prior to event, except that permit applications for a Monday event will be accepted until 2:00 p.m. on the previous Friday.
- B. Permit applications will be processed on a first come, first served basis. Only one Permit will be issued per time slot. Permits will be issued for a maximum period of 180 minutes. Permits are non-transferrable.
- C. Event participants may not exceed 150. Participants arriving after the maximum allotted number has been reached will be asked to leave.
- D. Permit does not give exclusive use of the City Hall Public Space. During Permit time, the City Hall Public Space will remain open for public business, city councilors, city employees, or their clients and visitors, and the free flow of traffic.
- E. Permit holders may be billed for extra services that may be necessary by the event, including but not limited to security and janitorial.
- F. A permit for use of the City Hall Public Space will not be issued to violators of this policy.