

RESOLUTION NO. R2010-08
Great Hall Use Policy

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Executive Committee	5/6/10	Recommendation to Board	Ron Klein, Executive Director	206-398-5393
Board	5/27/10	Final Action		

PROPOSED ACTION

Adopts a Great Hall Use Policy and supersedes Motion No. M99-35.

KEY FEATURES

The purpose of the Great Hall Use Policy is to:

- Provide a centralized, large capacity gathering place for Sound Transit events;
- Provide the immediately adjacent communities, the International District and Pioneer Square, with an historic, affordable and accessible venue for community-based events;
- Provide a public venue for appropriate events, ceremonies and celebrations sponsored by public and private parties; and
- Generate revenues which, at a minimum, cover direct and indirect costs associated with the use of Great Hall by outside parties.

PROJECT DESCRIPTION

Union Station's Great Hall has served the community as an active venue for public and private events for 30 years. Sound Transit has an existing Great Hall Use Policy, Motion No. M99-35.

FISCAL INFORMATION

Not applicable to this action.

SMALL BUSINESS PARTICIPATION

Not applicable to this action.

EQUAL EMPLOYMENT WORKFORCE PROFILE

Not applicable to this action.

BACKGROUND

Union Station has a history of availability as a venue for various public and private events. Sound Transit has maintained that tradition through the existing Great Hall Use Policy, Motion No. M99-35. The existing policy was adopted by the Board prior to the completion of Union Station's renovation in June 1999, and has never been revised or updated.

The proposed policy establishes that Sound Transit has priority use of the Great Hall for activities and events that support Sound Transit's mission and goals, including public meetings and hearings, receptions, and

Sound Transit sponsored events. Other authorized uses of Great Hall will include community events, vendors, exhibitions and displays, and other events such as weddings and receptions. Sound Transit will reserve the right to determine appropriate use and users of Great Hall.

Sound Transit will generally charge fees for Great Hall use by outside parties to offset the direct and indirect costs of the use of Great Hall for the event; however events for the Chinatown-International District Business Improvement Area and the Pioneer Square Community Association will only be charged a nominal fee to cover direct costs associated with the use of Great Hall. The chief executive officer will be authorized to develop and implement a rental fee structure for Great Hall use. A rental fee account is established to track and manage the costs and use of the Great Hall.

The proposed policy eliminates the existing policy's prohibition of use by private parties for the sale of goods or products and clarifies the use of the Great Hall by vendors.

ENVIRONMENTAL COMPLIANCE

SSK 4/30/10

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M99-35 – Established policy governing the use of the Great Hall at Union Station.

Motion No. M98-51 – Authorized Sound Transit to purchase Union Station.

TIME CONSTRAINTS

A one month delay would not create a significant impact.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

RM 4/28/10



RESOLUTION NO. R2010-08

A RESOLUTION of the Board of the Central Puget Sound Regional Transit Authority adopting a Great Hall Use Policy and superseding Motion No. M99-35.

WHEREAS, the Central Puget Sound Regional Transit Authority, commonly known as Sound Transit, was formed under RCW Chapters 81.104 and 81.112 for the Pierce, King, and Snohomish Counties region by action of their respective county councils pursuant to RCW 81.112.030; and

WHEREAS, Sound Transit is authorized to plan, construct, and permanently operate a high-capacity system of transportation infrastructure and services to meet regional public transportation needs in the Central Puget Sound region; and

WHEREAS, in general elections held within the Central Puget Sound Regional Transit Authority district on November 5, 1996 and November 8, 2008, voters approved local funding to implement a regional high-capacity transportation system for the Central Puget Sound region; and

WHEREAS, Union Station and the Great Hall have a tradition in the community as a venue for public and private events; and

WHEREAS, Union Station has served as Sound Transit's headquarters since 1999 and Sound Transit has continued Union Station's and the Great Hall's tradition as a community venue; and

WHEREAS, Sound Transit will use the Great Hall to provide a centralized and large capacity gathering place for Sound Transit events; and


WHEREAS, Sound Transit will use the Great Hall to provide the immediately adjacent communities, the International District and Pioneer Square, with a historic, affordable and accessible venue for community-based events; and

WHEREAS, Sound Transit will use the Great Hall to provide a public venue for appropriate events, ceremonies and celebrations for use by public and private parties; and

WHEREAS, Sound Transit will use the Great Hall to generate revenues which will, at a minimum, cover direct and indirect costs associated with the use of Great Hall by outside parties.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Central Puget Sound Regional Transit Authority that the Great Hall Use Policy (Attachment A) is adopted and Motion No. M99-35 is superseded.

ADOPTED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 27, 2010.



Aaron Reardon
Board Chair

ATTEST:



Marcia Walker
Board Administrator

**SOUND TRANSIT
RESOLUTION NO. R2010-08 - Attachment A**

GREAT HALL USE POLICY

Sound Transit's headquarters are located in Union Station in Seattle. Union Station contributes to the on-going revitalization of Seattle's International and Pioneer Square Districts. The Great Hall is a notable focal point for Sound Transit, the community, and the region. Union Station has a long history as a venue for various public and private events, and Sound Transit's Great Hall Use Policy allows the agency to continue this practice.

1. Purpose

- A. Provide a centralized, large capacity gathering place for Sound Transit events;
- B. Provide the immediately adjacent communities, the International District and Pioneer Square, with an historic, affordable and accessible venue for community-based events;
- C. Provide a public venue for appropriate events, ceremonies and celebrations sponsored by public and private parties; and
- D. Generate revenues that will, at a minimum, cover direct and indirect costs associated with the use of Great Hall by outside parties.

2. Great Hall Use

The chief executive officer is authorized to grant the following uses for the Great Hall:

- A. Sound Transit Use
 - 1. Sound Transit has priority use of the Great Hall for activities and events that support Sound Transit's mission and goals, including public meetings and hearings, receptions, and Sound Transit sponsored events.
 - 2. Sound Transit reserves the right to determine appropriate use and users of Great Hall.
- B. Vendors
 - 1. Sound Transit can lease space in the Great Hall to vendors.
- C. Community Events
 - 1. Sound Transit will offer two bookings a year each to the Chinatown-International District Business Improvement Area and the Pioneer Square Community Association for events that directly support its respective community, with nominal fees.
- D. Exhibitions and Displays
 - 1. The Great Hall may be used for appropriate exhibitions and displays.
 - 2. As determined by Sound Transit, appropriate exhibitions and displays include those related to transportation, the history of Union Station, and the cultures and history of adjacent neighborhoods and the Puget Sound region.
 - 3. Any exhibit or display is required to be compatible with other Great Hall uses.
- E. Events by Other Users
 - 1. The Great Hall may be used for appropriate events by other users.
 - 2. As determined by Sound Transit, additional appropriate uses of the Great Hall include events such as conferences, school-sponsored dances, weddings, receptions, fundraisers, reunions, holiday parties, retirement functions, trade shows, arts and crafts fairs, and events sponsored by non-profit organizations.

3. Great Hall Rental Fees

Sound Transit will generally charge fees for Great Hall use by outside parties to cover the direct and indirect costs associated with the use of the Great Hall for an event and may charge market rates as appropriate.

The chief executive officer is authorized to:

- A. Develop and implement a rental fee structure for use of Great Hall; and
- B. Establish a rental fees account for the purpose of tracking and managing the use and costs of the Great Hall.