

ORDINANCE NO. 2026-09

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF ADOPTING CITY CODE TITLE 8, PUBLIC WAYS AND PROPERTY, CHAPTER 8-14, USE OF CITY PROPERTY BY PARTNER GOVERNMENT AND NON-PROFIT ENTITIES; PROVIDING FOR SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City of Flagstaff ("City") is committed to collaborating with partner government and non-profit entities when necessary to further City goals and priorities, especially when responding to a natural disaster or other emergency; and

WHEREAS, when partner entities assist in responding to a natural disaster or emergency, they often need to use City real property and facilities to stage their response and assistance to the community; and

WHEREAS, to ensure City spaces remain accessible and available for City purposes and their intended public uses, the Flagstaff City Council is adopting this policy to clarify the process our partners must follow when the use of City property or facilities is requested.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. Flagstaff City Code Title 8, Public Ways and Property, Chapter 8-14, Use of City Property by Partner Government and Non-Profit Entities, is hereby adopted as follows:

**CHAPTER 8-14
USE OF CITY PROPERTY BY PARTNER GOVERNMENT AND NON-PROFIT ENTITIES**

Sections:

- 8-14-001-0001 PURPOSE**
- 8-14-001-0002 APPLICABILITY**
- 8-14-001-0003 GUIDANCE AND PROCEDURES**
- 8-14-001-0004 SIGNAGE AT CITY PARKS AND FACILITIES**

8-01-001-0001 PURPOSE

The City of Flagstaff ("City") is committed to collaborating with partner government and non-profit entities when necessary to further City goals and priorities, especially when responding to a natural disaster or other emergency. When partner entities assist in responding to a natural disaster or emergency, they often need to use City real property and facilities to stage their response and assistance to the community. The Flagstaff City Council is adopting this policy to clarify the process our partners must follow when the use of City property or facilities is requested.

8-01-001-0002 APPLICABILITY

This policy is applicable to any request made by a partner government or non-profit entity to use City real property and facilities to carry out its mission and operations in Flagstaff. For example, this policy would apply to a request from the Red Cross to use a City facility to serve as a shelter for residents displaced after a natural disaster.

This policy is not applicable to the following:

1. City operations performed jointly or with the assistance of a partner agency or entity, such as the Flagstaff Fire Department conducting a controlled burn in the community with the assistance of the U.S. Forest Service.
2. The City Municipal Court Building, which is subject to the administrative authority of the Arizona Supreme Court.
3. City Special Events, which are governed by City Code Chapter 8-12.
4. Transportation Security Administration (TSA) and any other Federally mandated operations at Flagstaff Pulliam Airport.

8-01-001-0003 GUIDANCE AND PROCEDURES

Requests from partner government and non-profit agencies (e.g., FEMA, Arizona Department of Public Safety, Red Cross, U.S. Forest Service, etc.) to use City property to conduct their operations will be made through the City Manager's Office and will only be approved when the City Manager determines that the use furthers the interests of the City. A request furthers the interests of the City when it aligns with City goals and priorities and does not create unreasonable disruptions to City operations or present an unreasonable danger to the public health or safety.

When an emergency has been declared by the Mayor, requests may be made through the Mayor and will be approved or denied based on the same standards outlined above.

8-01-001-0004 SIGNAGE AT CITY PARKS AND FACILITIES

Signs containing the following language shall be posted at all City Parks and Facilities.

This property is owned by the City of Flagstaff and may only be used for its intended City purpose. Use of this property for any other purpose is prohibited without prior written authorization from the City of Flagstaff.

City Code References: Chapters 8-11, 8-12, and 8-14

The form and location of the signs will be determined at the discretion of the City Manager.

SECTION 2. Severability

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 3. Clerical Corrections

The City Clerk is hereby authorized to correct clerical and grammatical errors, if any, related to this ordinance, and to make formatting changes appropriate for purposes of clarity, form, or consistency with the Flagstaff City Code.

SECTION 4. Effective Date

This Ordinance shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 21st day of April 2026.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY