



# CITY HALL RENTAL

## Non-Profit / Civic Organization Reservation Policy Information

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### WHAT ROOMS OR SPACE ARE AVAILABLE FOR USE TO NON-PROFIT OR CIVIC ORGANIZATIONS?

#### UNITS AVAILABLE (4 HOUR LIMIT)

Upper Level (1)

Multi-Purpose Room (1)

West Conference Room (1)

### WHAT HOURS ARE THE FACILITIES AVAILABLE?

City Hall reservation hours are 7:00 a.m. to 10:00 p.m. All City Hall buildings close at 10:00 p.m.; therefore, all parties are expected to vacate the premises by 10:00 p.m., which also includes the parking lot.

### WHAT IS EXPECTED BY ALL NON-PROFIT/CIVIC ORGANIZATIONS REGARDING THE USE OF THE KEYCARD?

The Keycard needs to be picked up at City Hall by the key holder responsible for the reservation. A four (4) digit security access code must be reported to City staff prior to the date requested to prepare the Keycard. City Hall office hours are **Monday through Thursday, 7:00 a.m. – 5:30 p.m.** The individual completing this form needs to pick up the Keycard prior to the first meeting and will receive instructions how to use. Keep in mind if your first meeting is scheduled for a Saturday or Sunday, the Keycard needs to be picked up on **Thursday** as City Hall is closed on Fridays. **All keys are to be returned** to City Hall immediately after the event or after the last reservation date. There is a \$10.00 deposit on all keys.

### WHAT IS EXPECTED OF ALL NON-PROFIT/CIVIC ORGANIZATIONS USING CITY HALL SPACE?

Room representative must check in at front desk before event. Each room or area being used by your group needs to be cleaned immediately after the event so that the next group will have a clean room or space. This includes and is not limited to washing tables, wiping down chairs if necessary, vacuuming or sweeping the floor (whichever applies), and properly disposing of any garbage by bringing it to the trash enclosure located near the back of the parking lot.

City staff will inspect the various rooms throughout City Hall daily or after each use. If the room is not cleaned appropriately, your group will be invoiced for any fees incurred by the City to clean the room or space and your organization may be restricted from future use.

All Non-Profit/Civic Organizations are responsible for set-up and take down of tables and chairs. All tables and chairs are to be set-up in the same configuration as set up by staff.

Alcohol is strictly prohibited at all reservations and events.