

CITY HALL RENTAL and SECURITY CARD

Non-Profit /Civic Organization Reservation Policy Information

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

ROOMS AVAILABLE:

Upper Level (also referred to as Upstairs)
West Conference Room
Multi-Purpose Room
Kitchen (commercial)
Council Chamber (on occasion)

Each room described above counts as one (1) room. There is a 'Full Community Room' that consists of the Multi-Purpose and Council Chamber and counts as two (2) rooms being used. If the Kitchen is included with the Full Community Room; it then counts as three (3) rooms being used.

WHAT HOURS ARE THE FACILITIES AVAILABLE?

All City Hall buildings close at 10:00 p.m.; therefore all parties are expected to vacate the premises by 10:00 p.m. that 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 an individual that is 18 years of age or older. 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 after the event or at the end of the school year. There is a \$10.00 Service Charge for any lost, stolen, or replacement Keycard.

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

Each room or area being used by your group needs to be cleaned the same day it is used 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 on a daily basis 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.