



Facility Use Agreement Procedures and Application

Today's Date: _____	<u>Please Check One</u>
Date of Use: _____	Council Chambers <input type="checkbox"/> (Capacity 50-60)
Time: _____ AM/PM To _____ AM/PM	Community Mtg. Rm. <input type="checkbox"/> (Capacity 10)
Event/Purpose: _____	Other: _____ <input type="checkbox"/>
Group/Organization Name: _____	
Contact Person: _____ Phone #: _____	
Address: _____	
Email Address: _____	

Use of these rooms shall be prioritized as follows:

Category 1 – City Activities - Use of the facilities by City government functions and other City sponsored activities.

Category 2 – Non-City Government Agencies, not-for-profit organizations, service groups, schools, or other government organizations and activities, and non-commercial groups. Available rooms will be scheduled on a first come first served basis.

Category 3 – Private, for-profit, corporations or other private business – Facilities are not available.

The space is intended to provide, as a free public service, a meeting place for a wide variety of community groups. It is intended for specific events rather than for regularly scheduled, on-going meetings. Scheduling will be limited where necessary to ensure equitable access to the facilities for the entire community.

ELIGIBILITY TO USE ROOMS:

1. The meeting must be open to the public.
2. No admission fees may be charged. No dues or donations may be solicited. No commercial products or services may be advertised, solicited or sold.
3. Applicants must be at least 18 years of age.

RULES AND REQUIREMENTS:

1. Meetings during business hours are limited to 20 participants.
2. Meetings are not to disrupt the daily routine of the City.
3. You must pick up a key for the facility you are reserving between 7:30 AM - 5:00 PM; Monday through Thursday, Friday 7:30AM-4:30PM at City Hall located at 11930 Cyrus Way or by calling (425) 263-8000.
4. Groups must return tables and chairs to the original arrangement.

