

CITY OF IONE MEETING ROOM RENTAL APPLICATION

DATE(S) REQUESTED _____

TIME:

Open Building at: _____ Close Building at: _____

NAME: _____

ORGANIZATION: _____

EVENT: _____

ADDRESS _____

WORK PHONE: _____ HOME PHONE: _____

It is understood that granting use of the City Hall Meeting Rooms is based upon the availability of the facilities. It is further agreed that the applicant shall pay all fees and deposits before use of the facilities may begin. Applicant must provide, prior to using the facility, the required insurance coverage naming the City as an additional insured.

Applicant hereby agrees that the City of Ione Meeting Rooms have been inspected and are suitable for the intended use. Applicant agrees to indemnify and hold harmless the City of Ione of any liability including but not limited to court costs and reasonable attorney's fees.

Applicant has received, read and agrees to the terms of the City of Ione Rental Policy and this rental agreement form.

RENTERS FORFEIT THEIR DEPOSIT IF THEY VIOLATE ANY TERM(S) OF THIS POLICY AND ARE SUBJECT TO IMMEDIATE CLOSURE OF THE FACILITY.

APPLICANT'S SIGNATURE _____ DATE: _____

CITY OF IONE
Meeting Room Usage Policy

The City of Ione is proud to be able to provide meeting rooms for use by the public. The purpose of this policy is to establish guidelines regarding the public use of the city council chambers and adjacent room/s located in the Ione City Hall. The City of Ione reserves the right to restrict usage of the rooms.

To secure a date, return a completed application and a \$120 rental (\$35.00 per hours with two-hour minimum and \$50 cleaning up) deposit to the City Hall. The cleanup deposit is subject to refund provided that the facilities are in the same condition as prior to the event.

A comprehensive liability insurance policy, the types and limits of insurance to be required shall be determined by the City Administrator and will be based on the format of the proposed event, anticipated attendance, and event duration. The City of Ione must be named as an additional insured on the insurance policy.

Indemnification: Representatives of all groups and entities, and any person or entity reserving the City Hall facilities agree to indemnify the City of Ione for all personal injuries and property damage incurred from the use and occupation of the facilities including but not limited to court costs and reasonable attorney fees.

- If candles or any other open flames are to be used, permission must be obtained from the City of Ione Fire Department.
- Tables and chairs may be rearranged providing they are placed back in their original setup after use.
- Rice shall not be thrown in any part of City Hall or the sidewalks outside City Hall. Birdseed is an acceptable substitute outside City Hall.
- Public usage of the room will be allowed for non-profit clubs and organizations, family groups, festival events, ceremonies and benefits.
- The rooms cannot be used for any types of commercial activity, nor can it be used by persons or groups who do not qualify as a non-profit as defined in State Law. Any activity in which the revenue generated is for the sole benefit of a charity or non-profit will not be considered a commercial usage. Products may not be sold in City Hall.
- Seating capacity of the rooms vary, and groups will be assigned to a room based on the number of estimated attendees and room availability.
- Groups of persons under 21 years of age must have one adult present for every ten people using the meeting rooms.
- All reservation application forms must be submitted a minimum of seven (7) calendar days before the time requested, for any time any meeting room is used Monday through Friday, 8:00 a.m. to 4:30 p.m.

- Reservations for use of meeting rooms on a Friday evening, or any time on Saturday or Sunday must be requested at least fourteen (14) days in advance.
- Reservations are not considered confirmed until a completed application form and appropriate fees and insurance certification have been submitted within the time period specified.
- Scheduling of a room after regular City Hall office hours is contingent upon the presence of a staff person or a police officer or police reservist scheduled to staff the building. In the event staffing is not available, the City reserves the right to deny application for use of City Hall facilities.
- A rental fee of \$35.00/hour, with a two hour minimum, will be charged and every hour, or portion, thereafter, will be charged at \$35.00/hour during the hours of 4:30 p.m. through 10:00 p.m. Monday through Friday, and between the hours of 8:00 a.m. and 10:00 p.m. on Saturday and Sunday or any holiday in which the City Hall building is closed.
- There is no charge for use of a City Hall meeting room conducted during regular City Hall business hours.
- The group using a meeting room is responsible for returning the room to its original condition after use. A refundable deposit of \$50.00 is required.
- Permits are issued only for the dates and hours specified on the application. Permit holders may not transfer or sublet the permit to another organization.
- Smoking, possession or consumption of intoxicating beverages or drugs in any form is not allowed in City Hall
- Refreshments may be served in connection with meetings. Beverages containing orange or red dyes are not permitted in carpeted areas. Food or beverages are permitted only in the meeting rooms. The City of Ione is not responsible for providing food and beverage services.
- The City of Ione is not responsible for lost or stolen articles. Be sure to remove all personal items brought into the facilities.
- No nails, tacks, tape, staples or holes of any kind are to be put in or on the walls. Do not drag, pull or push tables or chairs over the carpet. Do not stack chairs on tables or lean against the walls. Do general clean up, sweep, and remove all trash. No disc jockeys, musicians or bands allowed during normal City Hall business hours.
- Users of the room are asked to remember, when using the facility, to be considerate of other meetings and business that may be occurring and to conduct themselves in a respectful manner.
- The City Administrator is authorized to act in any case not covered by the rules and regulations of the City Hall meeting room policy.
- Restrooms are open and available at the back of City Hall.

Again, thank you for you interest in using our historic facility. If you have questions, please contact City Hall, at 209-437-4127.