CITY OF MADRAS MEETING ROOM RENTAL PERMIT

All meeting room rentals must be reserved at least three business days prior to the meeting day.

Please refer to the conditions of use for deposit information, equipment usage and facility availability.

APPLICATION	FOR:				
[] City Hall Council Chambers		[] City Cou	[] City Council Work Room []		t Conference Room
NAME OF RESI	PONSIBLE SPON	SOR/ORGANIZAT	TON:		
APPLICANT:					
	(Last)	(First)			(Phone)
ADDRESS:		(Numba	r, Street, City, State, 2	Zin Code)	
EVENT DATE(S	S) & TIME(S):	(Numbe	r, Olieel, Oily, Olale, 2	zip Code)	
DAY 1:	(date)	/(times)	RESERVE DU	JRING LUNCH I	HOUR? []yes []no
DAY 2:	(date)	/	RESERVE DU	JRING LUNCH I	HOUR? []yes []no
1. <u>Meeting</u> a. b.	EEDED: [] tables/ room equipment: Airport Conferenc City Hall Council (City Hall Work Ro	e Room: tabl Chambers: tabl	orojection screen les/chairs, Wi-Fi les/chairs, Wi-Fi, pr les/chairs, Wi-Fi, pr	ojector & 2 scree	
I/We understand the Applicant acknowledges the financial responsional hold Permitor harm	that failure to comply vledges that all meat they shall be resp bility and relevant in mless from any and	with the terms and certing room facilities onsible for all damages arrance policies to Fall liability occasioned	conditions shall result and facility equipme ges occasioned by its	in the revocation of ent are in good of suse of the premises, upon request of the premises.	working condition. Applican ises and shall show proof o Applicant hereby agrees to
		Applicant Signa	ture		Pate

INSURANCE REQUIREMENTS:

- a. The Applicant agrees to indemnify and save harmless City of Madras and their officers and employees from any and all claims, causes of actions and suits accruing or resulting from any damage, injury, or loss to any person or persons including, but not limited to, persons to whom the Applicant may be liable under any Worker's Compensation law and the Applicant themselves and from any loss, damage, cause of action, claims or suits for damages, including, but not limited to, loss of property, goods, wares, or merchandise caused by, arising out of, or in any way connected with the exercise by the Applicant of the privileges granted herein.
- b. Applicant shall provide proof of liability insurance with the City of Madras as the additional insured in the amount of \$500,000 for any event authorized by this permit.

Applicant hereby acknowle	dges that they have read and understand these requiren	nents.
	Signature of Applicant / Applicant	 Date
	1	
Note: Insurance is not requir	Certificate Received by ed if the number of attendees is less than 30 or the organization	Date n is a governmental agency.
Conference/Meeting Room Rental	•	
Available Facilities:		
1) General Aviation Building (Airport	:)	
2) City Hall Council Chambers		
3) City Hall Council Work Room		
Typical availability: Monday through	Friday (excluding holidays)	
Hours Available: 8 a.m. to 5 p.m.		
For Profit Organizations		
Week Day Room Rental		\$50.00/Day
Week Day Room Rental (in	ncl. any food/drink or catering brought into the room)	\$100.00/Day
Refundable Deposit (requir	red on all room rentals)	\$100.00/Day
Non-Profit Organizations		
Week Day Room Rental		\$25.00/Day
Week Day Room Rental (ir	ncl. any food/drink or catering brought into the room)	\$50.00/Day
Refundable Deposit (requir	red on all room rentals)	\$100.00/Day
Non-Standard – Outside office ho	urs, weekends, holidays	Additional \$50.00/Hour for staff
REQUIRED FEE: \$		
PERMIT FOR MEETING ROOM	RENTAL: Permission for the above named ann	olicant (Applicant) to conduct

Date:

City Administrator

the meeting is hereby granted.

CONDITIONS OF USE

- 1. Wi-Fi is available at City Hall and the Airport. The connection information will be posted in each respective meeting room.
- 2. Times when meeting rooms are not available:
 - a. Airport Conference Room:
 - i. Every third Thursday of each month from 1 to 5 p.m.
 - b. City Hall Council Chambers:
 - i. Every second and fourth Tuesday of each month after 1 p.m.
 - ii. First and third Wednesday of each month after 3 p.m.
 - c. City Hall Work Room:
 - i. First, second and third Thursday of each month from 8 to noon
 - ii. Every second and fourth Tuesday of each month after 1 p.m.

3.	Meeting room capacities:		Total:	Comfortably Fit (w/tables & chairs):
	a.	Airport Conference Room:	96	25
	b.	City Hall Council Chambers:	271	70
	C.	City Hall Work Room:	32	20

- 4. The public restrooms are those located in the main lobby area only (restrooms located by the city hall conference room is for personnel only).
- 5. City Hall/Airport office hours are as outlined on page 2 of this permit. If applicant needs to have the meeting room available before or after office hours, or during the lunch hour, they will be charged \$50 per additional hour (whole hour increments only).
- 6. When stipulating the reservation times, be sure to include the time the applicant needs to setup and tear down. For example, if the actual meeting is scheduled from 3 to 5 p.m., the applicant will need to account for the additional time necessary for setup and tear down, so the actual reservation times may reflect 2 to 6 p.m.
- 7. If meeting times run over and into closed office hours, applicant will be invoiced an additional \$50 per hour that City staff has to have the facility available.
- 8. The amount of deposit due back the applicant is the balance provided minus any damages and/or cleaning fees associated with the meeting room rental. The following must be completed for the applicant to receive their deposit:
 - a. Meeting room must be set back up in the original formation as it was found in (i.e. chairs, tables, equipment, lights off, etc.)
 - b. Meeting room equipment must be left in the same condition in which it was found.
 - c. All papers/food/drinks/trash from the meeting must be placed in garbage can, tied off, and taken out to the designated garbage area (located in the City Hall parking lot).