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 Council Work Room    [ ] Airport Conference Room

NAME OF RESPONSIBLE SPONSOR/ORGANIZATION: ________________________________

APPLICANT: ________________________________ / ________________________________ (Last) (First) (Phone)

ADDRESS: ________________________________

(Number, Street, City, State, Zip Code)

EVENT DATE(S) & TIME(S):

DAY 1: ________________/______________ RESERVE DURING LUNCH HOUR? [ ] yes [ ] no

(date) (times)

DAY 2: ________________/______________ RESERVE DURING LUNCH HOUR? [ ] yes [ ] no

(date) (times)

WILL THERE BE FOOD AND/OR DRINKS IN THE MEETING ROOM? [ ] yes [ ] no

(Includes food/drink brought in by meeting participants and/or catered meetings; food/drink of any kind).

EXPECTED ATTENDANCE: __________

EQUIPMENT NEEDED: [ ] tables/chairs [ ] projection screen [ ] projector [ ] Wi-Fi connection

1. Meeting room equipment:
   a. Airport Conference Room: tables/chairs, Wi-Fi
   b. City Hall Council Chambers: tables/chairs, Wi-Fi, projector & 2 screens (stationary)
   c. City Hall Work Room: tables/chairs, Wi-Fi, projector & 1 screen (stationary)

ACKNOWLEDGEMENT: Applicant agrees to abide by the terms and conditions specified by this application and permit. I/We understand that failure to comply with the terms and conditions shall result in the revocation of this permit.

Applicant acknowledges that all meeting room facilities and facility equipment are in good working condition. Applicant acknowledges that they shall be responsible for all damages occasioned by its use of the premises and shall show proof of financial responsibility and relevant insurance policies to Permitor (City of Madras) upon request. Applicant hereby agrees to hold Permitor harmless from any and all liability occasioned by Applicant’s use of the premises.

Applicant acknowledges the attached Conditions of Use and requirements for receiving their deposit back.

______________________________ / ________________

Applicant Signature Date
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 acknowledges that they have read and understand these requirements.

______________________________ / __________________________
Signature of Applicant / Applicant Date

______________________________ / __________________________
Certificate Received by Date

Note: Insurance is not required if the number of attendees is less than 30 or the organization is a governmental agency.

Conference/Meeting Room Rentals

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 (incl. any food/drink or catering brought into the room) $100.00/Day
Refundable Deposit (required on all room rentals) $100.00/Day

Non-Profit Organizations
Week Day Room Rental $25.00/Day
Week Day Room Rental (incl. any food/drink or catering brought into the room) $50.00/Day
Refundable Deposit (required on all room rentals) $100.00/Day

Non-Standard – Outside office hours, weekends, holidays Additional $50.00/Hour for staff

REQUIRED FEE: $_________________________ 

PERMIT FOR MEETING ROOM RENTAL: Permission for the above named applicant (Applicant) to conduct the meeting is hereby granted.

______________________________ Date: ________________
City Administrator
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).