

## **SCHEDULE J**

### **City of Farmington Meeting Room Guidelines Non-City Use**

The City of Farmington meeting rooms are scheduled by the City Administration Department and are available for use on a rental basis by youth, local civic and resident, non-resident and profit making groups. The policies that follow are needed to insure the proper use and control of the facility so that all people may equally enjoy them.

#### **RESERVATION PROCEDURE**

Requests for use of the rooms should be directed to the Administration Department at 651-280-6803. Reservations will be held verbally for 48 hours without a deposit. Reservations can be made no more than 60 days in advance.

#### **MEETING ROOMS**

City functions have first priority for booking the meeting rooms. The City reserves the right to pre-empt a scheduled use when necessary to conduct essential City business.

#### **LARGE COUNCIL CONFERENCE ROOM**

- Accommodates 16 people around a table.
- Parking accommodates approximately 10 vehicles with on-street parking, 2 handicapped stalls in the back parking lot and additional parking in the Second Street parking lot.

#### **SMALL COUNCIL CONFERENCE ROOM**

- Accommodates 10 people around a table.
- Parking accommodates approximately 10 vehicles with on-street parking, 2 handicapped stalls in the back parking lot and additional parking in the Second Street parking lot.

#### **2011 FEES AND CHARGES**

<u>Room Name</u>	<u>2011 Rate</u>
Large Conference Room	\$25 for two hour time block and \$8 each additional hour.
Small Conference Room	\$20 for two hour time block and \$8 each additional hour.

#### **Notes on fees:**

1. A reservation date can be tentatively held verbally for 48 hours.
2. The fee may be waived if a City staff member is assigned to a group as a part of their work duties and assumes responsibility for the room reservation.

#### **REFUNDS**

A 30-day cancellation notice is required for a full refund. If we are notified of your cancellation 30 days prior, a full refund will be given. No refunds will be issued for cancellations made less than 30 days prior to an event.

## **PERMITS**

A permit authorizing the use of the rooms requested will be issued to the applicant after the application is approved. The Administration Department reserves the right to cancel the permit if the regulations of use are violated. Permit holders will not assign, transfer or sublet to others the use of the facilities. The individual signing the permit must be 21 years of age or older.

## **SUPERVISION AND DAMAGE**

1. Every group using the facility must be under competent adult (21+) leadership. The organizing user or groups will assume full responsibility for the group's conduct and any damage to the building or equipment.
2. The City reserves the right to assign or require supervisory staff, police or maintenance personnel at an additional cost to the user if deemed necessary by the particular function or activity. An estimated cost will be calculated at the time of the reservation. The group will be billed for the actual cost after the event.

## **LIABILITY**

The organization or user group using City of Farmington facilities will agree to indemnify the City of Farmington, and its employees for any and all damage to the building, or other property, by any person or persons attending the affair, and likewise, the City of Farmington and its employees against all liability and all damages to any person for injuries, including death.

## **RULES FOR USE**

1. The entire building is a smoke free facility and users are responsible for ensuring that members of their group do not smoke within the building.
2. Persons attending meetings or events should stay in the rooms assigned to their use.
3. The City of Farmington requires, as a condition of this agreement, that alcoholic beverages are prohibited.
4. General clean up of the facility is the responsibility of the group. If any item such as rice or confetti is thrown in the building or on the grounds, your group is responsible for cleaning up this material. Additionally, if the building is not cleaned up, the cost the City incurs for clean up will be assessed to your group.
5. Technology is not available for non-city users.
6. Events which will be using an open flame such as candles are prohibited.

7. The catering kitchen is not designed for preparing food, but rather for serving food that has already been prepared elsewhere. User groups are responsible for providing their own utensils, serving ware, coffee and condiments.
8. Signs may not be posted outside of City Hall regarding your event.

### **HOURS OF USE**

The hours of use for the meeting rooms are as follows:

Monday – Friday from 8:30 a.m. – 4:00 p.m.

The rooms are not available when City Hall is closed in observance of the following holidays:

New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving Day and the day following, Christmas Eve and Christmas Day.

### **ROOM SET-UP AND DECORATIONS**

Adhering decorations or any items to walls, tables, chairs, etc. in any manner is prohibited.

The above guidelines have been established for your benefit and to promote responsible use. The City Administrator must approve exceptions to these policies.