

City of Nevada City

Contract and Use Guidelines for use of City Facility

Beryl P. Robinson, Jr Room (Council Chambers)



The following guidelines are for use of the Council Chambers at City Hall.

Before Using the Facility:

- Use of the facility must be approved by City staff. The room is only available for official City use, non-profit meetings related to City business, and other government entities for public meetings and employee trainings. In addition, the room may become unavailable at any time if needed for official City business.
- All building users must have a completed contract and proof of insurance on file with the City.
- The Contact Person, named on the contract, must be at least 21 years of age and monitor the facility throughout the entire use of the facility.
- Any organization using the facility for an event that is fee based must get approval from City staff for use of the facility.

During Use of the Facility:

- Events taking place in the Council Chambers should not be disruptive to business within City Hall.
- NO SMOKING is allowed inside City Hall at anytime.
- Tacks may be used on the carpeted walls. Do not use tape, tacks, etc on non-carpeted walls, windows or doors in the room.
- If guidelines are not being followed police have the authority to shut down the event.
- The heat/AC cannot be adjusted during use.
- There is no access to copy machines or office supplies during use of the facility.
- The storage room/kitchen is not available to groups using the Council Chambers.

Before leaving the Facility:

- The premises shall be cleaned and tables and chairs returned to their appropriate spaces before leaving the facility.
- If the building is left unclean or damage occurs within the facility, facility users may be charged a cleaning fee.
- Clean up any spills on tables, chairs and floors.
- Remove all papers, equipment and personal items that do not belong to the City.
- If your group will be using the room for more than one day or needs garbage to be taken out throughout your use of the room, facility users are responsible for removal of garbage.
- Turn off all lights.
- Close and lock ALL doors.

Other:

- No pets are allowed in the building at anytime. (Service animals are the exception.)
- Items lost or left behind are not the responsibility of the City of Nevada City.
- Renters must provide their own supplies (ie: presentation, audiovisual, etc.) Some tables and chairs are available.
- Keys to the facility must be picked up at City Hall, one business day prior to the event. Keys must be returned to City Hall the first business day following the event. Keys can also be returned to the drop box that is located outside the front doors of City Hall. There is a \$100 fee for each lost key.

(OVER)

- The sound system is not available for use by facility users.

Insurance

Proof of insurance is required from all facility users. Insurance must be provided on an Acord Form, in the amount of \$1,000,000, naming the City of Nevada City as additional insured.

All Forms must be mailed or faxed to:

City Hall, 317 Broad Street, Nevada City, CA 95959
(f) 530-265-0187
(p) 265-2496

Thank you for your cooperation.

Contact Information

Organization: _____

Mailing Address _____ City _____ Zip _____

Contact Person: _____

Daytime Phone _____ Alternate Phone _____

Email address: _____

Event Information

Date(s) Requested: _____

Event times: Start: _____ End: _____ Set-up start time: _____ Clean-up end time: _____

Event Description: _____

#of people attending event: _____

Keys

The following individuals have permission to pick up keys for our organization's use of the Council Chambers. They have been given a copy of the Use Guidelines.

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Waiver for Use

I, the undersigned, have read and agree to abide by and enforce all rules and regulations as stated in the Use Guidelines. I understand that the Council Chambers may become unavailable if needed for official City Use. "Renter" further agrees to indemnify and hold harmless the City of Nevada City, it's Officers, Agents and Employees against any and all claims, demands, damages, costs, expenses of whatever nature including litigation costs and attorney fees arising out of, or resulting from the "Renter's" use of the facilities of the City of Nevada City.

Print Name: _____ Signature: _____ Date: _____