

City of Oroville
Application for Use of the Civic Room

Group/Individual Making Request: _____

Type of Meeting or Function: _____

Contact Name (must be 21+ years old): _____

Company / Organization: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Home phone: _____ Alternate phone: _____

Email: _____

Date(s) Requested: _____ Time: From _____ To _____

Please provide us with a detailed description of your event: _____

Will the civic room be used for a for-profit business? Yes: _____ No: _____

THE ABOVE APPLICATION FOR USE OF CITY FACILITIES IS APPROVED SUBJECT TO

THE FOLLOWING REGULATIONS:

1. Room use is Free to non-profit and service organizations, but reservations are necessary.
2. Any for-profit business shall pay a rental fee of \$25.00. Payment of rental fee shall be made in advance unless prior engagements have been made with the City Clerk's office.
3. Any group or individuals using the facilities accept responsibility for any damage done to City property and shall reimburse the City for any such damage.
4. Any group or individuals using the facility agree to clean the facility and restore the equipment/furniture to its original arrangement and abide by the following checklist:
 - a. SWEEP CIVIC ROOM FLOOR
 - b. CHECK RESTROOMS: LEAVE TOILETS, SINK, AND FLOOR CLEAN.
 - c. TAKE OUT GARBAGE OR REFUSE.
 - d. CHECK CIVIC ROOM FOR LITTER. INSIDE AND OUT.
 - e. NO DECORATIONS ATTACHED TO WALLS, LIGHTS, OR CEILINGS.
 - f. REMOVE ALL ITEMS BROUGHT TO FUNCTION.

- g. CLOSE AND LOCK ALL WINDOWS AND DOORS.
- h. TURN OFF ALL LIGHTS.
- i. RETURN KEY TO THE CITY.

5. Individuals making application to use a City facility must be an adult. If rental is for juvenile use, adequate adult supervision must be provided at all times during the function.

I hereby agree to abide by the above regulations and all other terms of this agreement. I assume responsibility for any damage caused or any excessive clean up needed. I hereby make application to the City of Oroville for use of City facilities and certify the information given in this application is correct. The applicant / organization agrees to indemnify and hold harmless the City or its officers, agents, employees, from any loss, suit, or claims of any kind or nature, directly or indirectly related to or connected with any of the above activities. If any of the regulations are not followed, a fee will be assessed to cover expenses.

Signature of applicant: _____ Date: _____

For office use only:

Rental cost: _____ Receipt No. _____ Date paid: _____

Date: _____ Staff signature: _____