

City of Oroville
Application for Use of the Civic Room
The Civic Room is located next to the Oroville Library at 1276 Main Street

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 the rental fee shall be made in advance unless prior arrangements have been made with the City Clerk's office.
3. Any group or individual using the facilities accepts responsibility for any damage done to City property and shall reimburse the City for any such damage.
4. Any group or individual 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 HALL

5. Individuals making an 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.
6. Any group or individual making an application to use the Civic Room understands that the facility is only available for 2 time slots per day, broken down as Morning Use or Afternoon Use; facility must be completely vacated when the requested time slot ends.
7. Reservations are only available for one week at a time. If consecutive weeks are requested, the application will only be accepted by City Hall on the Friday prior to the requested time slot.
8. Any group or individual using the Civic Room will be limited to a maximum of 2 time slots per week with a maximum of 6 time slots per month.
9. Unscheduled use of the Civic Room is prohibited; all approved scheduled use will be reflected on the Civic Room Use Calendar maintained by City Hall Staff.

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: _____