



Please read the Council Chambers Use Policy. Complete and return **Reservation Request Form** to: Council Chamber Reservations, City of Elk Grove, 8400 Laguna Palms Way, Elk Grove CA. 95624
FAX: Attn: Council Chambers Reservations, 916-627-4150.

ELK GROVE COUNCIL CHAMBERS USE POLICY

1. City of Elk Grove sponsored or affiliated activities will have first priority for use. City sponsored meetings or activities may be exempted from fees and limits on the number of bookings per period.
2. City of Elk Grove employees and officials will be exempt from any fees charged by the sponsoring organization to attend meetings, seminars, training, or other activities which are held in the Council Chambers.
3. The Council Chambers will be available for groups on a space available basis. The Council Chambers will not be used for commercial activities (conducting on site sales or any other form of funds solicitation) or fund raising activities, nor will the Council chambers be used for private social functions.
4. Use of the Council Chambers by any individual, group, or organization is limited to two separate events within a twelve month period. The Council Chambers may not be used for meetings of longer than two consecutive working days.
5. Reservation of the Council Chambers must be made at least two weeks in advance. While initial contact may be made by phone, fax, mail or e-mail, the final booking with the receipt of the cleaning deposit must be made in person.
6. The Council Chambers may be booked up to three months in advance. However, the City reserves the right to 'bump' organizations scheduled far in advance if the Chambers are needed for urgent unscheduled or emergency City business on the same day. The City will make every effort to notify the scheduled user promptly of such conflicts, and to re-schedule the event to a mutually-agreeable date and time.
7. Any program, meeting or event held in the Council Chambers shall not disrupt the routine procedures of the City Hall offices. All displays and brochures for the meeting or event shall be contained within the Council Chambers. Only designated surfaces in the Council Chambers may be used to attach any fliers, signs, posters or other materials. Under no circumstances shall any materials be attached in any manner to painted walls, windows or the ceiling.

8. All meetings and events must conclude, the room cleaned up and participants vacate the building by the time specified on the application. The hours the Council Chambers will be available for use during regular business hours 8 a.m. to 5 p.m.
9. After hours use of the Council Chambers is only available for City sponsored events or by the direction of the City Manager.
10. The group or organization holding the meeting or event shall assume full responsibility for any damage to the Council Chambers facilities or equipment it uses. Those planning to use the Council Chambers must sign a pledge accepting responsibility for damages or losses to City facilities, furnishings, or equipment. The person signing the pledge will be responsible to the City for the conduct of the group.
11. The City will charge a refundable cleaning and damage deposit of \$100.00 per day that must be received with the Council Chambers reservation form. If there are no problems and/or damage related to the use of the room, this deposit will be available to be returned on the next business day following the scheduled room use.
12. The Media Center will charge a \$25.00 fee per day for use of City audio-visual equipment including, but not limited to the following: Use of a centralized computer that can project images onto plasma televisions located in the chambers. Capability to attach a laptop to plasma televisions for projection purposes. All presentations must be submitted 24 hours in advance to be scanned for viruses.
13. Events incorporating dance, gymnastics, acrobatics, vigorous exercise, mechanical demonstrations, or other activities creating a material risk of personal injury, are not permitted, unless sponsored or directly supervised by the City.
14. Each group will be responsible for the set-up and clean-up of the Council Chambers. The Council Chambers has a standard configuration for its furniture arrangement that includes the existing number of chairs and tables, and their placement. The group or organization using the Council Chambers must leave the room on that configuration at the end of the group or organization's use of the room.

If refreshments are served, due care and consideration must be given to the carpet, floors and other furnishings and equipment. Refreshments in the Council Chambers are limited to bottled water and coffee, cookies, crackers, and popcorn. Users serving refreshments must clean the tables, chairs and carpet as necessary afterwards. The room must be cleared of all group or organization supplied items (equipment, boxes, brochures, etc.) at the end of the meeting.

Failure to clean up the Council Chambers after an event may result in a) the forfeiture of the cleaning and damage deposit, and b) the termination of that group or organizations' future use of the Council Chambers. Payment(s) for damage above and beyond the deposit will assessed by the City and may be charged to the individual, group or organization responsible. Failure to pay the assessed damages may result in legal action.

15. City personnel will not assist in the setting up or cleaning of the Council Chambers. City personnel will not assist in the handling of exhibits, equipment, or other materials used in the Council Chambers by a group or organization other than City owned equipment such as audio-visual or computer equipment made available through prior arrangement with the City.
16. Permission to use the Council Chambers does not constitute an endorsement by the City of the group or organization's policies or beliefs. All press releases, publicity, or advertisements relating to any program, event or meeting held in the Council Chambers shall clearly state the name of the sponsoring group or organization and shall not imply the program, event or meeting is sponsored by the City unless the City has agreed to co-sponsorship.
17. The City reserves the right to refuse or revoke permission to use the Council Chambers.
18. Alcoholic beverages will not be permitted in the Council Chambers.
19. The sponsoring organization or individuals shall be responsible for any and all liability for any loss, injury, or damage to persons or property that may be sustained by Council Chambers related to the program or event or the attendees. Depending on the nature of the event and number of participants, an organization may be asked to provide proof of insurance and an endorsement naming the City as an additional insured. An organization may be required to purchase a one-day event insurance policy.
20. Cancellations of Council Chambers reservations should be made no later than one week in advance of the scheduled event.
21. The City Manager is authorized to waive any of the requirements of this policy.



City Council Chambers





CITY COUNCIL CHAMBERS RESERVATION REQUEST FORM

Please complete this form and return to:
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FAX: Attn: Council Chambers Reservations, 916-627-4150

Submission of Reservation Request Form does not guarantee reservation until your request has been approved by staff

Group Name: _____

Contact Person: _____ Phone: _____

Person Responsible: _____ Phone: _____

Mailing Address (City, State, Zip): _____

Email: _____ Fax: _____

RESERVATION INFORMATION:

Meeting Date(s): _____ Meeting Time(s): _____ No. of Attendees: _____

Type of Organization: Governmental Agency Educational Non-Profit Other (specify below)

Type of Meeting: Organization Meeting Public Comment Meeting Training/Seminar Other (Please describe) _____

Please Check your equipment needs:

Equipment Available:

Microphones: Wired and Wireless Projector Connection - Group shall furnish own projector Easel (must furnish own flip chart) Plasma televisions for presentations from a computer Drop down screen for use with group's personal projector and laptop

I have read and understand the Council Chambers Use Policy, payment information and accept responsibility for my reservation. I certify that this is not a commercial function.

SIGNATURE _____, _____
(Group Representative) (Date)

Room Deposit \$ _____ (Make check payable to City of Elk Grove)

Equipment Fees: Amount \$ _____ (Make check payable to City of Elk Grove)
(Room Deposit and equipment fee must be separate checks)

(Office Use Only)

Reservation Accepted _____ Deposit Received _____ Deposit Returned _____

Equipment Fee Received _____ Staff Approval _____ Special Notes _____