

USE OF CITY COUNCIL CHAMBERS & CITY HALL CONFERENCE ROOMS

CITY COUNCIL POLICY

APPROVED FEBRUARY 20, 2007

The fundamental purpose of the City Council Chambers and the City Hall Conference rooms is to implement the work of the City of Somersworth government and to the extent relevant, the governmental work of the State, County, and Federal Government.

City Council, City boards, and City staff usage have priority – the City reserves the right to cancel use by outside groups if the City Council, City boards, or staff has an unanticipated need for facilities.

Government related activities, committees or non-profit organizations, which are associated with the City, are permitted. Although these activities will typically be Somersworth based, they may include regional or statewide groups if they have a tangible connection with municipal government.

No other use is permitted.

Custodial activities are limited to set up only; special requests for audio/visual equipment should be made well in advance of scheduled meetings. The availability of equipment is dependent on the needs of City Council, City boards, and staff.

User is to reimburse the City for actual costs of janitorial services if the meeting is scheduled at a time when janitors are not normally available.

User is to contact the City Manager's office to determine availability of room and to reserve space. In order to avoid monopolization of use, the City reserves the right to limit the number of times any group can utilize the space. The user group shall provide the City Manager's office with the name and telephone number of a contact person along with a completed room reservation form.



City Hall Room Reservation Form

Instructions: Please print all required information clearly. Incomplete applications will be rejected. This application will be considered based upon City Council Policy dated February 20, 2007. Forms must be submitted and approved by the City Manager's Office 7 days prior to event.

APPLICANT/CONTACT INFORMATION

Name: _____ Organization: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Secondary Contact: _____

Secondary Telephone: _____

RESERVATION INFORMATION

Type of Event/Meeting: _____

Date of event/meeting: _____ Time/Duration Needed: _____

Number Attending: _____ Room Requested: _____

Max. Occupancy as Required by State Law of Each Room
Council Chambers 50 (tables/chairs) 100 (chairs only)
Executive Conference Room - 9
First Floor Conference Room - 8

Number of Tables (if needed): _____ Special Equipment (if needed) _____

Are You Serving Food/Beverages: _____

CERTIFICATION

I, the undersigned, hereby acknowledge and will comply with the following:

- I understand that my reservation may be cancelled at any time as City Staff, Boards and other City activities have priority to use these rooms.
- No smoking or alcoholic beverages are allowed inside City Hall.
- Food and/or beverage use is only authorized under the required approval process. You are responsible for clean-up and removal of leftover food and beverage debris.
- No admission may be charged without written permission from the City Manager.
- **By signing this form, you are hereby liable for any and all costs associated with the cleaning of the rooms and any damage to City property. In addition, an insurance certificate naming the City as an additional insured must be submitted prior to approval.**

Name/Signature: _____ Date: _____

Approved by: _____ Date: _____

City Manager