



2024 City Hall Meeting Room Application

ORGANIZATION: _____

ADDRESS: _____ CITY: _____

ZIP CODE _____ PHONE: _____

ORGANIZATION PRESIDENT: _____ PHONE: _____

VICE PRESIDENT: _____ PHONE: _____

SECRETARY: _____ PHONE: _____

CONTACT PERSON: _____ TITLE: _____

CONTACT EMAIL: _____

DATE(S) REQUESTED: _____

NUMBER ATTENDING MEETINGS _____ NATURE OF MEETING _____

ENTRY TIME: _____ DEPARTURE TIME: _____

ROOM SETUP DESCRIPTION: _____

IF USE IS PERMITTED, WE HEREBY AGREE TO COMPLY WITH THE RULES AND REGULATIONS AS STATED BELOW.

SIGNED _____ DATE _____

APPLICATION APPROVED BY _____ DATE _____

FORM OF PAYMENT _____ DATE _____

RULES AND REGULATIONS

1. \$25 fee per meeting.
2. Fee to be paid at time of booking. Cash, check or credit card accepted at City Hall/via mail or phone.
3. No alcoholic beverages are permitted.
4. No smoking is permitted in City buildings.
5. Lights, heating and air conditioning are controlled by custodian only.
6. Doors and windows can be opened or closed, but must be closed upon departure.
7. Chairs and tables will be arranged by custodian as requested.
8. Any permission granted shall not be transferred to any other person or organization.
9. The organization using the room is expected to return the room to its original condition and arrangement at the end of the function.
10. Any reservation for the use of the building may be revoked in the event that the facility must be used for City purposes. Such cancellations normally will be made in a reasonable time and the fee will be refunded.
11. A City of Willoughby employed custodian must be in charge of building at all times and the group or organization agrees to comply with the rules and regulations of the City as enforced by the custodian.
12. The permit holder agrees to save and hold harmless the City of Willoughby and agrees to assume responsibility for all liabilities arising incident to the occupancy of building use, and food preparation, if being understood that the City of Willoughby assumes no obligation respecting the use of such premises.
13. City Hall is closed on all national holidays.