CITY HALL FACILITY USE APPLICATION
(Port Orchard Municipal Code 2.74)

Name of organization: ____________________________________________________________

Purpose of Room Use: _____________________________________________________________

Contact Person: ________________________________ Phone Number: __________________________

Address: ________________________________

Requested Date(s) of use: ________________________________ Time ________ to ________

Estimated attendance: __________

Audio/Visual Requested: Yes No

(If yes, check all applicable)  ☑ Overhead Projector  ☑ Sound System

☑ TV/VCR/Monitor Presentation System

RULES AND REGULATIONS FOR USE OF CITY HALL CONFERENCE FACILITIES

1. A completed application must accompany all City Hall use requests and must be submitted to the Port Orchard City Clerk's Office prior to the event date. Applicable fees and/or deposit must be made at the time of application.

2. Use of the Municipal Courtroom is limited to judicial or quasi-judicial hearings.

3. City Council and Planning Commission meetings have priority if a scheduling conflict is experienced. If a scheduling conflict should arise, relocation will be attempted. If relocation is not workable, application fees and deposit will be refunded.

4. Cancellation of reservations must be made five working days prior to scheduled date of use. Failure to do so forfeits rental fee and/or deposit.

5. No regular, prescheduled, re-occurring reservations for any non-city group or organization will be allowed.

6. No keys will be given to non-City personnel. In the event a room is scheduled for use after normal business hours, a staff member or City official must be present.

7. City audio/visual equipment will only be operated by city authorized personnel.

8. The applicant must provide adequate supervision.

9. Food and beverages are not allowed in the Council Chambers. No alcoholic beverages are allowed on City property.

10. The misuse of facilities or non-conformance to rules and regulations may result in denial of future use.

The applicant agrees to abide by all rules and regulations for use of City of Port Orchard facilities; to exercise the utmost care in the use of City facilities; and to save the City of Port Orchard harmless from all liability resulting from the use of the City's facilities. The applicant further agrees to reimburse the City of Port Orchard for any damage arising from the applicant's use of City facilities.
Signature:_________________________      Date:____________________

Office Use Only

Date Application received_________________________      Date Application approved_________________________

Date Application denied_________________________      Reason:_________________________

Use approved for: ___________________ Conference Room #306     ___________________ Council Conference

                      ___________________ Council Chambers      ___________________ Court Room

Approved By:__________________________________

City Clerk or designee

Total fees:_____________      Receipt #:_____________      Deposit Amount:_____________

Check Number:_____________      Deposit Check Number:_____________

Deposit Amount returned:_____________      Date Returned:_____________ by:______Mailed______Picked-up

Deposit sent/picked up by:_________________________