

# City of Dillingham

## FACILITY USE AGREEMENT

### Council Chambers/Side Room

Business Name/ Agency: \_\_\_\_\_ Event Coordinator: \_\_\_\_\_  
 Contact Phone Number: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Time of Event \_\_\_\_\_ am/pm  
 Fax Number \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Event Description: \_\_\_\_\_

Payments will be made in advance •  Cash  check  credit cards are accepted

Visa  MasterCard  Other \_\_\_\_\_ Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Name on Card

(Please check)

Council Chambers (Capacity 34)  Side Room (Capacity 10)  Both Council Chamber/Side Room (44)

#### Rate Schedule

Facility	Per Day	Per Hour
▪ Side Room	▪ \$35.00	▪ \$10.00
▪ Council Chambers	▪ \$65.00	▪ \$15.00
▪ Both Council Chambers & Side Room	▪ \$90.00	▪ \$20.00

TOTAL \_\_\_\_\_

**\* Includes Coffee \***

**If facility is not left clean extra charges will apply and future facility use could be denied.**

#### Facility Use Rules

- Event sponsor shall clean facility after use, i.e.; clean coffee pot, dump trash, etc.
- All City equipment and furniture shall be left as it was found (ex. arrangement of chairs in council chamber, lights turned off, doors shut/locked, etc.)
- Event sponsor shall bring own supplies and materials
- The City will **NOT** entertain requests for photocopying, faxing or take phone calls/messages for event participants
- Local phone service provided, a calling card is needed for long distance
- If the facility is reserved for use after 5pm or before 8am during weekdays, and/or on weekends, then the event coordinator shall sign-out a key from the City Manager's Office. If the key is lost or damaged, the event sponsor will be charged \$150, plus any additional costs related to replacing keys or changing locks.

Do you need to sign out a key?  Yes  No If yes, please sign out key from City Manager's Office.

The City Council, Planning Commission, and City School District have precedence in use of the Council Chambers and/or Side Room. The City Manager is at liberty to resolve scheduling conflicts should one arise.

The undersigned agrees to abide by the conditions set forth in this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date