

APPLICATION FOR USE OF CITY FACILITIES

City Hall Council facilities may be used by government agencies, non-profit, and other tax-exempt organizations for public meetings which enhance the quality of life in Cannon Beach. Room reservations can be made by telephone, but a completed and signed application form is required before the meeting can take place. Council Chambers are available from 8:00 am-10:00 pm Monday-Saturday, and can accommodate up to 125 people. The City Hall Conference Room is available only during City business hours (Monday-Friday, 8:00 am-5:00 pm, excepting holidays), and can accommodate up to 10 people. Official City business or meetings take precedence over reservations if there is a conflict.

Name of Organization: _____

Government Agency Non-Profit Other Tax-Exempt Organization

Mailing Address: _____

Contact Person: _____ Telephone: _____

Date/Time Requested: _____ Number of People Expected: _____

Room Requested: Council Chambers Conference Room (available only during business hours)

Purpose of the Meeting: _____

Restrictions on Room Use:

1. Groups using facility agree to return it to its original condition. This includes moving furniture back to original positions, turning off lights, removing garbage, locking the room, etc.
2. Access to bathrooms is available through the interior Chamber Doors.
3. Coffee, Tea, or hot beverages may be served, however you must bring your own containers, cups, and thermoses, and are responsible for all clean-up. Food is not allowed.
4. No minors (under 18) are allowed on the premises without adult supervision.
5. No alcoholic beverages or smoking are permitted on the premises.
6. No tape, tacks, or other means of affixing paper or objects to the walls is allowed.

By signing this application, I acknowledge that I am an authorized representative of the organization. I have read and understand the restrictions on room use listed above, and I agree to abide by them.

Applicant's Signature

Date

