

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.

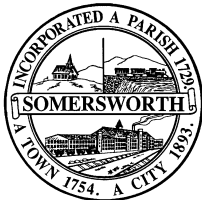
Government related activities, committees or non-profit organizations, which are associated with the City, are permitted. Although these activities will typically be Somersworth based, they may include regional or statewide groups if they have a tangible connection with municipal government.

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 OF SOMERSWORTH, NEW HAMPSHIRE

ROOM RESERVATION - CITY HALL

INSTRUCTIONS: Please print or type all required information clearly. Incomplete applications will not be accepted. 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 INFORMATION

Name: _____

Organization: _____

Address: _____

City/State/Zip: _____

Daytime Telephone: _____

Evening Telephone: _____

CONTACT PERSON INFORMATION

Name: _____

Secondary Contact: _____

Address: _____

City/State/Zip Code: _____

Daytime Telephone: _____

Evening Telephone: _____

RESERVATION INFORMATION

Type of Event/Meeting: _____

Date: _____ Time/Duration: _____

Number Attending: _____

Room Requested: _____

MAXIMUM OCCUPANCY AS REQUIRED BY STATE LAW OF EACH ROOM AVAILABLE:
Council Chambers: 50 (tables and chairs) 100 (chairs only)
Executive Conference Room No. 234 on Second Floor: 9
Conference Room No. 130 on first floor: 8

Number of Tables Needed/Layout: _____

Attach separate sheet if needed for sketch

Special Equipment (if needed): _____

Are you Serving Food/Beverages: YES/NO Description: _____
(All requests for food/beverages require approval)

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 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 cleanup and removal of leftover food and beverage debris.
- No admission may be charged without written permission of the City Manager.
- By signing this form, you are hereby liable for any and all costs associated with the cleaning of the room and any damages to City Property.

Signature: _____

Date: _____

Approved by: _____

Date: _____