

CITY OF CANNON BEACH
APPLICATION FOR USE OF CITY FACILITIES

City Hall 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 during City Hall business hours (8:00 am-5:00 pm Monday-Friday, excepting holidays) and can accommodate up to 65 people. The City Hall Conference Room is also available only during City business hours and can accommodate up to 10 people. Official City business or meetings take precedence over reservations if there is a conflict. Exceptions to the above listed availability can be granted by the City Manager.

Name of Organization: _____

(circle one) Government Agency Non-Profit Other Tax-Exempt Organization

Mailing Address: _____

Contact Person: _____ **Telephone:** _____

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

Recurring Meeting? Dates and Times: _____

Room Requested: (circle one) Council Chambers Conference Room

Purpose of the Meeting: _____

Name of Insurance Carrier: _____

Please attach certificate of insurance (COI) to this application naming the City of Cannon Beach as the Certificate Holder **and** as an Additional Insured (AI). Please attach the Additional Insured Endorsement form listing the City of Cannon Beach. COI must show \$2 million per occurrence and \$2 million aggregate.

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 beverages, 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



FOR OFFICIAL USE ONLY

Date of Application: _____

Received By: _____

Approved: _____ Date: _____
City Manager