

CONDITIONS OF USE

1. Wi-Fi is available at City Hall and the Airport. The connection information will be posted in each respective meeting room.

2. Times when meeting rooms are **not available**:

a. Airport Conference Room:

i. Every third Thursday of each month from 1 to 5 p.m.

b. City Hall Council Chambers:

i. Every second and fourth Tuesday of each month after 1 p.m.

ii. First and third Wednesday of each month after 3 p.m.

c. City Hall Work Room:

i. First, second and third Thursday of each month from 8 to noon

ii. Every second and fourth Tuesday of each month after 1 p.m.

3. <u>Meeting room capacities:</u>	<u>Total:</u>	<u>Comfortably Fit (w/tables & chairs):</u>
a. Airport Conference Room:	96	25
b. City Hall Council Chambers:	271	70
c. City Hall Work Room:	32	20

4. The public restrooms are those located in the main lobby area only (restrooms located by the city hall conference room is for personnel only).

5. City Hall/Airport office hours are as outlined on page 2 of this permit. If applicant needs to have the meeting room available before or after office hours, or during the lunch hour, they will be charged \$50 per additional hour (whole hour increments only).

6. When stipulating the reservation times, be sure to include the time the applicant needs to setup and tear down. For example, if the actual meeting is scheduled from 3 to 5 p.m., the applicant will need to account for the additional time necessary for setup and tear down, so the actual reservation times may reflect 2 to 6 p.m.

7. If meeting times run over and into closed office hours, applicant will be invoiced an additional \$50 per hour that City staff has to have the facility available.

8. The amount of deposit due back the applicant is the balance provided minus any damages and/or cleaning fees associated with the meeting room rental. The following must be completed for the applicant to receive their deposit:

a. Meeting room must be set back up in the original formation as it was found in (i.e. chairs, tables, equipment, lights off, etc.)

b. Meeting room equipment must be left in the same condition in which it was found.

c. All papers/food/drinks/trash from the meeting must be placed in garbage can, tied off, and taken out to the designated garbage area (located in the City Hall parking lot).