



City of Port Orchard

City Clerk's Office

216 Prospect Street, Port Orchard, WA 98366

(360) 876-4407 • FAX (360) 895-9029 • cityhall@cityofportorchard.us

www.cityofportorchard.us

City Hall Facility Use Application

(Port Orchard Municipal Code 2.74)

Organization Information

Name of Organization:					
Purpose of facility use: <input type="checkbox"/> Deposition <input type="checkbox"/> Town Hall <input type="checkbox"/> Governmental Agency <input type="checkbox"/> Other: _____					
Contact:					
Street address:			Mailing address: (if different from street address)		
City:	State:	Zip:	City:	State:	Zip:
Phone:		Alternate phone:		Email:	

Facility Use Information

Requested date(s) of use: _____ _____	Time: From _____ to _____ Time: From _____ to _____ <i>Please include setup and cleanup time</i>
Estimated attendance:	
Will you need audio or visual aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, check all applicable: <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Sound System <input type="checkbox"/> Telephone for Phone Conference	

RULES AND REGULATIONS FOR USE OF CITY HALL CONFERENCE FACILITIES

1. A completed application must accompany all City Hall use requests and must be submitted to the Port Orchard City Clerk's Office prior to the event date. Applicable fees and/or deposit must be made at the time of application.
2. Use of the Municipal Courtroom is limited to judicial or quasi-judicial hearings.
3. City Council and Planning Commission meetings have priority if a scheduling conflict is experienced. If a scheduling conflict should arise, relocation will be attempted. If relocation is not workable, application fees and deposit will be refunded.

4. Cancellation of reservations must be made five working days prior to scheduled date of use. Failure to do so forfeits rental fee and/or deposit.
5. No regular, prescheduled, re-occurring reservations for any non-city group or organization will be allowed.
6. No keys will be given to non-City personnel. In the event a room is scheduled for use after normal business hours, a staff member or City official must be present.
7. City audio/visual equipment will only be operated by city authorized personnel.
8. The applicant must provide adequate supervision.
9. Food and beverages are not allowed in the Council Chambers. No alcoholic beverages are allowed on City property.
10. The misuse of facilities or non-conformance to rules and regulations may result in denial of future use.

The applicant agrees to abide by all rules and regulations for use of City of Port Orchard facilities; to exercise the utmost care in the use of City facilities; and to save the City of Port Orchard harmless from all liability resulting from the use of the City's facilities. The applicant further agrees to reimburse the City of Port Orchard for any damage arising from the applicant's use of City facilities.

The information on this form is considered a public record and is subject to public disclosure laws in Chapter 42.56 RCW.

Signature: _____

Date: _____

FOR CITY CLERK'S OFFICE USE ONLY

Date Application received _____

Date Application approved _____

Date Application denied _____

Reason: _____

Use approved for: Conference Room #306 Council Conference Council Chambers Court Room

Is this event/meeting City sponsored with no fees to be collected, per POMC 2.74? Yes No

If yes, which staff, or Councilmember, is sponsoring: _____

Will this event/meeting utilize staff overtime? Yes No

If yes, indicate which staff member: _____

Payment made by: Check Credit Card Other _____

Total fees: _____ Deposit Amount: _____ Receipt #: _____

Deposit Amount Refunded: _____

Date Deposit Refund Memo Sent to A/P: _____

Approved By: _____

City Clerk or designee