



## City of Milford Community Room Usage Guidelines

The City of Milford has public meeting facilities available at City Hall located at 745 Center Street. City of Milford residents and community groups are encouraged to use the facilities according to the following guidelines. These guidelines are subject to revision, waiver or modification as circumstances arise.

### General Guidelines

1. Rooms are reserved on a first come, first serve basis; in the event that there is a conflict, the City Manager may use the attached priority list to resolve the conflict.
2. **Capacity:** Approved room capacity cannot be exceeded. (100 occupancy with chairs/40 occupancy with tables and chairs) Room contains thirty-two (32) chairs and eight (8) tables; additional chairs and tables are the applicant's responsibility.
3. Groups composed of persons under the age of 18 without adult supervision are ineligible for room usage.
4. The individual reserving the room is responsible for obtaining a temporary access card if using the meeting room between the hours of 4:30PM - 10PM and weekends. Temporary access cards are issued by the City Manager and are available between the hours of 8:30AM-4:30PM the day of the event on weekdays or the previous business day for weekend/holiday use. The access card should be returned the first business day following the event or can be dropped in the night box upon leaving the building. The individual reserving the room is responsible for ensuring that the building is secure following use.
5. The City is not responsible for arranging chairs, tables or equipment for meetings. The room must be returned to the STANDARD Milford setup (See attached drawing) after use. Failure to do so will result in forfeiture of deposit.
6. The City is not responsible for providing meeting supplies. This includes refreshments, easels, flip chart, fax services, copy services, etc.
7. No decorations shall be placed in or on any area of the facility without prior approval. The use of tape or other adhesive products, staples, nail, or tacks on doors, windows or ceilings is forbidden. The City reserves the right to remove and destroy all unauthorized signs and materials.
8. The possession and/or consumption of alcoholic beverages on the premises are prohibited.
9. The name, logo, or address of the City of Milford may not be used as the official address or headquarters of a group or organization.
10. Meetings that may disrupt regular city functions will not be approved.
11. Activities that may involve more than the normal wear and tear on meeting rooms will not be permitted.
12. Room may not be used for political purposes on the day/night of an election.
13. The City of Milford reserves all rights in determining whether any room usage is in the best interest of the City and its taxpayers.
14. The city reserves the right to require users to provide proof of liability insurance, including a certificate of insurance naming the City as an additional insured.
15. **Security Deposit:** The City reserves the right to require a \$100 security/cleaning deposit when rooms are being used after normal city hours (4:30PM-10PM and weekends). For events with food and/or beverage a minimum security deposit of \$250 will be required. For ongoing or repeat reservations, a single security deposit will be acceptable.

- **The deposit will be refunded within fourteen days (14) of the rental if the room is left in the same condition as it was before the event.**
  - Security deposit must be in the form of cash, check or money order.
  - The deposit will be forfeited under the following circumstances:
    - Failure to clean the facility
    - Damage to facilities or furnishings
    - Failure to return tables and chairs to their STANDARD positions
    - Failure to return access card or keys
    - Any other act of negligence
16. **Reservations:** A Community Room Rental Application must be completed at least one week prior to the event. The room will not be reserved until approved by the City Manager or designee and any fees are paid. The request will be evaluated based on type of use, length of time, extent and intensity of use, impact on city functions, etc.
- City Residents may reserve the Meeting room up to three (3) months in advance. Non residents may reserve the room up to one (1) month in advance.

**Priority List and Fee Schedule**

	Type	Examples	Fee No Refreshments	Fee Refreshments
1.	City Events/City Sponsored Event Programs affiliated or endorsed by the City	Public information meetings, neighborhood meetings, public outreach	NC	NC
2.	Nonprofits- City Maintains a membership. Normal Business Hours	Promont, GMEAC, MMTCC, HMA, Clermont Chamber	NC	NC
3.	Nonprofits-Normal Business Hours		NC	\$50
4.	Exclusive Use Activities/Programs Normal Business Hours	Weddings, receptions, parties, training sessions, reunions	\$25	\$50
5.	Commercial Business Normal Business Hours	Mary Kay, Amway, product sales	\$25	\$50

- Normal Business Hours are M-F 8:30AM-4:30PM; After hours are M-F 4:30PM-10PM and Weekends
- Weeknight and/or weekend rental is available for a fee. Fee will be based on usage of afterhours staff, issuing temporary access cards, professional cleaning, etc.

**Additional Fees:**

Clean Up Fee (if applicable)                      \$100

After Hour Fees (4:30PM to 10PM),              \$30 per hour (Minimum of 3 hours) If applicable  
Also applies to weekends



# City of Milford Community Room Rental Application

## RENTAL REQUEST INFORMATION

Date Requested: \_\_\_\_\_ Day of Week: \_\_\_\_\_  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Proposed Use/Activity: \_\_\_\_\_  
 Expected number of people in attendance: \_\_\_\_\_ Will there be refreshments? \_\_\_\_\_

## CONTACT INFORMATION

Name of Group/organization: \_\_\_\_\_  
 Adult Assuming Responsibility: \_\_\_\_\_  
 Phone Number (home): \_\_\_\_\_ (cell): \_\_\_\_\_

I, \_\_\_\_\_ have read and understand the City of Milford Community Room Usage Guidelines and agree to abide by the same. The non refundable Community Room Rental Fee of \$\_\_\_\_\_ will be paid prior to reservation. I further understand that any or all of the deposit may be retained in the event of damage or loss to City of Milford property and that this forfeiture in no way limits liability of the applicant to the extent of the damage. The \$\_\_\_\_\_ deposit shall be returned to the below signed applicant after an inspection is made of the Community Room. The room will be left clean, without damage and tables returned to their STANDARD setup. The City of Milford does not assume liability for injuries or loss of personal property to any group or individual arising out of the use of the facility. Use of the facility in no way constitutes City endorsement, agreement, or support of any group, program or activity.

Signature: \_\_\_\_\_

## Office Use Only

Date Rcvd: \_\_\_\_\_ Application Number: MR 2011-\_\_\_\_

### Refundable Fees

Deposit Rcvd: \$ \_\_\_\_\_

Access Key Required: Yes No

Approved: Yes No

### Non-refundable Fees

Room Rental Fee Required: Yes No

Rental Fee: \$ \_\_\_\_\_

Additional Fees: \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

Approved By: \_\_\_\_\_

**Inspection Completed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Access Key Returned:** NA Yes

**Room Returned to STANDARD setup:** Yes No

**Damage that occurred:** \_\_\_\_\_

\$ \_\_\_\_\_ *to be returned*

\$ \_\_\_\_\_ *to be forfeited*