

# City of Dakota City

## Meeting Room Use Policy

1. The meeting room is available for use by any Humboldt or Dakota City based organization. Non profit organizations are able to use the room for free. All others must pay a fee of \$25 per day, with a refundable \$200 deposit. All reservations must be paid for in advance to be considered reserved.
2. Reservations for use are necessary and a sign up sheet/calendar will be maintained in the office of the City Clerk.
3. The meeting room may be used during any reasonable hours including nights and weekends.
4. **No alcohol, smoking or firearms will be permitted in any City building.**
5. A key may be picked up by the responsible party at the City Clerk's office the day the building will be used. The key must be returned the following morning. (In the case of weekend use, Friday pick-up and Monday morning by 8 am return.)
6. Keys will be issued and returned during normal city business hours only.
7. There will be a \$200 deposit assessed at time of pick-up and refunded upon the keys timely return.
8. Any group using the building will furnish their own equipment, dishes, silver, wash clothes, towels, etc.
9. Any group using the building will be responsible for any damages and will leave the building in same condition it was found. Chairs will be stacked and placed by the West door, tables will be clean and folded up and also placed by West door, removal of all garbage and floors vacuumed.
10. Any group wishing to use the building will be aware that city business takes precedence over reserved group use.
11. **Any group failing to abide by the policies listed hereon are subject to the loss of use of the building in the future and will be responsible for all damages caused to the building.**

I have read and understand the policies listed hereon.

Responsible Party: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Time & Date for Rental: \_\_\_\_\_

Rental taken by: \_\_\_\_\_

Date Fee paid: \_\_\_\_\_

Date Deposit paid: \_\_\_\_\_ Check # \_\_\_\_\_

Date Deposit returned: \_\_\_\_\_