



STAR CITY HALL
Meeting Room Reservation Form
10769 W. State Street / PO Box 130
Star, ID 83669

DATE OF MEETING: _____

TIME RESERVATION BEGINS: _____ ENDS: _____

ROOM REQUESTED: _____
(Public Meeting Room – capacity 111) (Conference Room 1 – capacity 12) (Conference Room 2 – capacity 8)

ORGANIZATION: _____

SPONSORING ORGANIZATION (IF APPLICABLE): _____

CONTACT PERSON: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

CONTACT PHONE #: _____

MEETING PURPOSE: _____

EXPECTED ATTENDANCE: _____

NON-REFUNDABLE FEE: \$50.00 per hour or any portion thereof

* *The City Hall building must be vacated no later than 10:00 p.m. – **no exceptions.***

* *Food and drinks are **NOT** allowed in the meeting rooms.*

* *Conference Rooms 1 and 2 are not available after 5:00 p.m.*

In consideration of the City's approval of the foregoing reservation request, the Organization acknowledges and agrees to the following:

1. That they have been provided with a copy of the City of Star Meeting Room Use Policy, and agree to adhere to the policies and regulations contained therein.
2. The Organization will be using the meeting room and related facilities at its own risk, and that the City assumes no liability for any equipment, automobiles, or other personal property placed on Star City property by the Organization, or any of its members, officers, agents, guests, or invitees.
3. The Organization shall indemnify, and hold the City of Star harmless from, any and all claims, causes for action or liability for any death, personal injury or property damage resulting from, or in any way connected with, the use of Star City property, including

without limitation, the meeting room(s) and parking areas by the Organization, or any of its members, officers, directors, employees, agents, guests, or invitees.

- 4. The Organization agrees to promptly pay for any damages to, or destruction of, any property of Star City Hall resulting directly or indirectly from the conduct of the organization, or any of its members, officers, directors, employees, agents, guests, or invitees, during, or as a result of, the proposed use of the conference room.
- 5. The organization understand that the room is reserved and paid for prior to the meeting and that anytime a meeting goes over the designated time, past ten (10) minutes, the organization will be charged for another hour's use. Any time an overage is charged and not paid for, any future request to use the meeting rooms will be denied.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

The City Clerk (or designee) shall approve or deny the meeting room reservation within ten (10) working days upon receipt of a completed application.

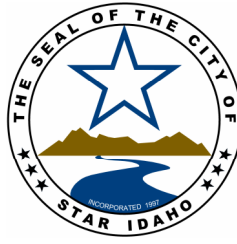
(OFFICE USE ONLY)

Staff (√)	Description		
	Completed and signed Reservation Form		Date Rec'd:
	Fee	\$	Check No.:

Reservation: Approved: _____ Denied: _____

Approved By: _____ Date: _____

Comments: _____



STAR CITY HALL
Meeting Room Use Policy
10769 W. State Street / PO Box 130
Star, ID 83669

The City of Star will make Meeting Rooms available to the public as set forth by this policy:

The meeting rooms are available, for a fee, for use by the public subject to the following regulations:

1. The meeting rooms are available for use Monday thru Friday. Conference Rooms 1 and 2 are not available after 5:00 p.m. The building must be vacated by 10:00 p.m.
No exceptions.
2. Municipal meetings and municipally sponsored activities have priority. In the case of emergency municipal meetings, individuals having reservations shall be given a minimum of twelve (12) hours notice of the cancellation of their reservation and all fees will be refunded.
3. Requests to reserve a meeting room shall be submitted to the City Clerk (or representative) at least ten (10) days prior to date of event.
4. Organizations comprised of minors must book the room via an adult, who must sign the reservation form and remain present throughout the entire meeting.
5. Reservations may be made up to three months in advance and organizations are encouraged to make reservations as soon as possible. The reservation process includes the completion of an application form and payment of fees at time of booking. No organization may book the room for more than *one event* per month. The City allows recurring bookings (i.e., on the same day and time) up to three months in advance.
6. No organization using Star City Hall facilities, except for City committees holding classes, may charge admission, sell products, take donations, or solicit funds on the City Hall property. No use may be made of the room for private or family events, including receptions, birthdays, weddings, retirement parties, or memorial services. The meeting rooms cannot be used by any political organization for fundraising activities or commercial use.
7. No smoking, alcoholic beverages, guns, weapons, (exception – police officers), flammable, toxic, hazardous materials or illegal substances are allowed on premises. Failure by the booking

organization or its individual members to obey any city employee or representative regarding issues of policy or public safety will result in suspension of booking privileges.

8. Booking organizations not affiliated with the City are prohibited from issuing publicity for any meeting that states or implies City sponsorship. Neither the name nor the address of the Star City Hall may be used as the official address/headquarters for any organization without prior approval of the Mayor and Council.

9. Meeting room equipment, i.e., computer, PA system, projection screen, and microphones, are not available for public use.

10. Meeting room facilities are the responsibility of the person named on the reservation as "Contact."

- a. Each group is responsible for cleaning up and restoring the room to its original status.
- b. The meeting room must be cleared of all items, such as, boxes, brochures, projectors, displays, etc. at the end of the meeting.
- c. No materials may be tacked, glued, stapled, or taped to walls, doors, or windows of the room.

11. In consideration for the use of the meeting room, users agree to:

- a. Pay for all damages to any property of the City of Star resulting directly or indirectly from the conduct of any member, officer, employee, agent, child, or guest of the group;
- b. Hold harmless the City of Star from and against any and all liability which may be imposed upon them or either of them for any injury to persons or property caused by the organization or any person connected with the meeting.

12. The City of Star assumes no responsibility whatsoever for any property placed in the meeting rooms in connection with a meeting; and the City of Star is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.

13. Property left in meeting rooms for an extended period of time, more than thirty (30) days from the date of use, shall be deemed abandoned and become the property of the City of Star to dispose of at their discretion.