



# CITY OF SPRINGFIELD

## Meeting Room Use Application

Today's date: \_\_\_\_\_

### Meeting Information

Date of meeting: \_\_\_\_\_

Time requested: \_\_\_\_\_

(Allow time for setting up and taking down the room)

Type of group (check one):

\_\_\_\_\_ Public/Government Agency

\_\_\_\_\_ Community Organization

\_\_\_\_\_ Group/Organization

Title/Purpose of Meeting: \_\_\_\_\_

Number expected to attend: \_\_\_\_\_

Alcoholic beverages

\_\_\_ will be served

\_\_\_ will not be served

Food and beverages

\_\_\_ will be served

\_\_\_ will not be served

Live entertainment

\_\_\_ will be provided

\_\_\_ will not be provided

Animals

\_\_\_ will be at this event

\_\_\_ will not be at this event

### Contact Information

Company or Organization (if applicable): \_\_\_\_\_

Responsible person (must be 18 years of age or older): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Room Requested:

CITY HALL

\_\_\_ Meeting Room 3

\_\_\_ Jesse Maine Room

\_\_\_ Library Meeting Room 1

\_\_\_ Council Meeting Room

### Standard Setup

1 table, 10 chairs

5 tables, rectangle, chairs

5 tables, rectangle, chairs; 35 chairs theater style

Public Hearing format

SPRINGFIELD JUSTICE CENTER

\_\_\_ Emergency Operations Center

6 rows of tables, 8 chairs per row

### Fees

\$35/Hour during regular hours

\$50/Hour after regular hours

\*Confirm regular City Hall hours with the City Manager's Office 541-726-3700.

\*Confirm regular Springfield Justice Center hours with Police Officer Supervisor's Office 541-726-3729.

\*Client will be invoiced for the actual charges after the meeting has occurred.

The undersigned, on behalf of the above organization, is 18 years of age or older and has read and agrees to comply with the attached Guidelines for Use of Springfield City Facility Meeting Rooms. The applicant agrees to vacate the meeting room at the scheduled time.

In consideration of the use of municipal property or facilities on the date(s) above, the undersigned Outside Organization agrees to defend, indemnify and save harmless the City, its officials, agents, and employees from all claims, liability, loss, damage and injury of every kind, nature and description, directly or indirectly resulting from activities arising out of the use of municipal property or facilities, or the acts, omissions, operations, or conduct of the Outside Organization or any participant, irrespective of whether any act, omission or conduct of the City connected with the property or facility use is a condition or contributory cause of the claim, liability loss, damage or injury and irrespective of whether act, omission, or conduct of the Outside Organization is merely a condition rather than a cause of a claim, liability, loss damage or injury.

The undersigned understands that the City of Springfield may require a Certificate of Insurance naming the City of Springfield as an insured party if the event includes activities that create additional risk including, but not limited, to events with alcohol, events with live entertainment, and events with animals. The Certificate of Insurance must evidence the provision of general liability, bodily injury and property damage coverage with minimum limits of liability set by the Risk Manager. Your organization's insurance policy may be sufficient but if not, coverage can be purchased through [www.theeventhelper.com](http://www.theeventhelper.com).

**\_\_\_\_\_ I agree to the attached Guidelines for Use of Springfield City Facility Meeting Rooms.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**OFFICIAL USE ONLY**

Received by:	
_____ City Manager's Office	Staff: _____
_____ Office of the Chief	Staff: _____
Room Assigned: _____	
_____ Certificate of Insurance received (if applicable)	
Invoice Submitted: _____	(Date)
Payment Received: _____	(Date)

## Guidelines for Use of Springfield City Facility Meeting Rooms

The City of Springfield City Hall (City Hall) and Springfield Justice Center (Justice Center) meeting rooms are available for the community to use. However, to ensure availability of the rooms for city business, priorities and policies for use of the rooms have been developed.

The City of Springfield reserves the right to revoke meeting room privileges at any time.

### Priorities for Usage

1. City Council meetings or functions
2. City departments, including City Council advisory committees.
3. Public agencies
4. Community organization and groups
5. Special events

Meetings conducted in the City Hall and Justice Center meeting rooms may be subject to open meeting laws. Contact the City Manager's Office for information. All priority categories are available without regard to any distinction, discrimination, or restriction on account of race, color, religion, sex, handicap, age, marital status, or national origin.

For groups in categories 3 - 5, an application for use of the meeting room must be made in writing no more than 45 days in advance. Groups in category 4 may use a meeting room only once during any calendar month.

- Applications for meeting rooms in City Hall are available at the City Manager's Office in City Hall.
- Applications for the meeting room in the Justice Center are available at the Police Records Counter at the Justice Center.

No fees, dues or donations may be charged or solicited in City Hall by outside users in categories (iii) or (iv) for any program or meeting held at City Hall unless approved by the City Manager.

The meeting rooms may be used by groups in categories 3 and 4 during regular business hours. Contact the City Manager's Office for current regular business hours of City Hall. Contact the Office of the Chief for current regular business hours of the Justice Center.

When setting the reservation times, include time that may be needed by the Client for set-up and clean-up of the room.

### Indemnification

In consideration of the use of municipal property or facilities on the date(s) above, the undersigned Outside Organization agrees to defend, indemnify and save harmless the City, its officials, agents, and employees from all claims, liability, loss, damage and injury of every kind, nature and description, directly or indirectly resulting from activities arising out of the use of municipal property or facilities, or the acts, omissions, operations, or conduct of the Outside Organization or any participant, irrespective of whether any act, omission or conduct of the City connected with the property or facility use is a condition or contributory cause of the claim, liability loss, damage or injury and irrespective of whether act, omission, or conduct of the Outside Organization is merely a condition rather than a cause of a claim, liability, loss damage or injury.

### Uses Requiring Certificate of Insurance

If an event includes activities that create additional risk, the Client will furnish the City of Springfield with a Certificate of Insurance (COI) naming the City of Springfield as an insured party and waiver of subrogation. Some examples of the type of activity that may require a COI include,

but are not limited to, events serving alcohol, events with live entertainment, or events with animals.

If required, the Certificate of Insurance must evidence the provision of general liability, bodily injury and property damage coverage with minimum limits of liability set by the Risk Manager. If the Client or their organization's insurance policy is not sufficient, they will be directed to a site provided by the City where they can obtain insurance.

#### Room Layout and Capacity

- Meeting Room #3 – One rectangular table with seating for 10. (Fire Code Maximum Capacity 15)
- Jesse Maine Room – Tables set in rectangular shape in the middle of the room with seating for 14. Audience seating along the north wall for 12. (Fire Code Maximum Capacity 75)
- Library Meeting Room 1 – Tables set in rectangular shape in the middle of the room towards the south end of the room with seating for 16, with four rows of audience seating on the north end of the room. (Fire Code Maximum Capacity 150)
- Council Meeting Room – Audience seating for approximately 150. This room cannot be reconfigured (Fire Code Maximum Capacity 184)
- Justice Center's Emergency Operations Center (EOC) – Classroom for approximately 48. (Fire Code Maximum Capacity 121)

Tables and chairs in the Jesse Maine Room, Library Meeting Room 1 or Justice Center's Emergency Operations Center (EOC) may be moved by the Client to fit their use, but the room must be returned to the standard setup by the Client before they leave the room (a photo depicting the standard setup will be displayed in the room).

#### Food and beverages

No food or beverages are allowed in the Council Meeting Room except that the Council may choose to have its coffee cart during Council meetings. Beverages can be served in all other public meeting rooms. Food and beverages are allowed in Meeting Room #3, the Jesse Maine Room, Library Meeting Room 1 and the Lobby at City Hall, and in the Emergency Operations Center (EOC) room at the Justice Center with prior approval.

#### Fees

The use fees for City Hall and Justice Center meeting rooms are set by resolution in the Master Fees and Charges schedule, and are listed on the Meeting Room Use Application. The use fee for City Hall meeting rooms will be invoiced after the event/meeting.

Notice to cancel reservations must be provided to the City Manager's Office or the Office of the Chief of Police at least 24 hours in advance of the scheduled meeting. If the Client cancels less than 24 hours before the event/meeting, they will be charged a \$20 cancellation fee.

Client accounts must be current for them to be able to reserve the facility again.

A person or agency requesting a waiver or reduction of fees shall file a written request which includes the requestor's name and address, and the how the use will benefit the community and/or City. Requests for fee reductions or waives must be submitted to the City Manager's Office. The City Manager will review the request and make a final decision.

#### Additional Client Responsibilities

City facilities must be left in a clean and orderly condition. The Client is responsible to remove any leftover food or trash. They can dispose of it in the trash receptacle in the room used.

Participants in meetings are requested to confine themselves to the general area of the meeting room which they are using.

The room must be vacated as scheduled in order to not interfere with other scheduled uses.

The City of Springfield will not be responsible for materials or equipment left in the building for user groups. However, if equipment or possessions are lost, please check with the City Manager's Office or the Office of the Chief.

The Client will be responsible to pay the cost for repair of any damages to the facilities.

The Client is required to furnish any equipment or technology necessary to conduct or for presentation of their programs. Contact the City Manager's Office or Office of the Chief for questions.

The contact person making application to the City for the use of the meeting room must be 18 years of age or older and will be responsible for seeing that policy guidelines for use of the room are met. In the case of an emergency, such as a fire alarm, the contact person will be responsible for seeing that all persons participating in the meeting or activity have vacated the building.

#### Parking

Free two and three-hour parking is available in designated areas (both on-street and lots) around City Hall and downtown. Go to <http://www.springfield-or.gov/index.htm> and click on the Park Downtown icon to view a map showing public parking.

(see below for Special Event parking)

#### City Hall Lobby, City Hall Plaza, Museum Parking Lot (Lot 53) and Springfield Library Parking Lot (Lot 57) Use

To reserve the City Hall Lobby, City Hall Plaza, Museum Parking Lot and Springfield Library Parking Lot, please contact the City Manager's Office for a City Facility Use Application and map. Special approval must be obtained to hold an event in the Lobby, even if it is in conjunction with a meeting room also being used. Any special set-up must be approved per a written diagram by Building Maintenance staff.

#### Special Events

Special Events are an occurrence held on City property or rights-of-way that cause the City of Springfield to provide staff time, materials and/or equipment beyond normal operating levels to facilitate the event. It may include a unique event held in the interest of Downtown commerce and revitalization, not occurring in a manner which might be construed as a weekly, or monthly, pattern.

Special events require a separate application process. Contact the City Manager's Office for the appropriate application and process.

Special Event Parking Passes may be made available on a case by case basis. Special event parking passes may be requested through Republic Parking Northwest at 541-736-7121 or online at <http://rpnw.com/locations/springfield>

Requests must be submitted no less than 30 days before the event.