



CITY OF WILLOWS COUNCIL CHAMBER RULES AND REGULATIONS

POLICY: It is the intent to make the Council Chambers available to:

- (1) Community groups and non-profit, non-partisan and non-religious organizations.
- (2) Governmental agencies when requests are not in conflict with the needs of the City Council, its boards and commissions, or other City government needs.

RULES:

- (1) Fees: \$20 for each meeting up to three (3) hours.
\$45 for each meeting over three (3) hours.
- (2) Reservations are not to be made more than three (3) months in advance. Unless approved by the City Clerk. Renter must attach a calendar with list of reservations dates that are dated preceding the (3) months.
- (3) Cleanup: All users of the facility shall leave the room in its original state. If appropriate, vacuuming shall be required by the user.
- (4) Room Capacity: The Council Chamber shall not have a capacity in excess of sixty (60) people.
- (5) Usage: No organization may utilize the facility any more than one day per week. Unless approved by City Manager.
- (6) Types of Use: The facility is primarily for meeting purposes. It is generally inappropriate for the use to include storage of boxed materials, distribution purposes or any other type of use that is not primarily for general meeting purposes.
- (7) **No reservations will be made for the Council Chamber without a reservation form completed and fee paid in advance of use.** All reservations will be made in person at the Civic Center, 201 North Lassen Street, Willows, CA.
- (8) Messages and Postings shall not be placed through City Hall. Organization are to bring their own paper, pencils, and other office supplies they may need.
- (9) Serving and eating of food or beverages in the Council Chamber and foyer is prohibited.

Name of Organization:			
Date Reserved:			
Time Needed:			
I have read the rules and regulations and will be responsible for any violations by the organization.			
Signature:			
Phone #:		Date:	

Staff Use Only

Fee Collected:	\$	Reason Fees Waived:	
Key Given:	Yes <input type="checkbox"/>		
	NO <input type="checkbox"/>		
Additional Conditions:			
Approved: Yes <input type="checkbox"/>	Employee Signature:		
No <input type="checkbox"/>			