



AT RANCHO CORDOVA CITY HALL

# Rancho Cordova City Hall

## Community Room Rental Application

<b>Applicant Name:</b>	<b>Phone:</b>
<b>Email:</b>	<b>Cell Number:</b>
<b>Address:</b>	<b>City, State, Zip</b>
<b>Organization:</b>	<b>Title of Event:</b> <i>(will appear on signage)</i>
<b>Additional Contact Person:</b>	<b>Additional Contact Cell:</b>
<b>Additional Contact Email:</b>	

### RESERVATION DETAILS

<b>GROUP CLASSIFICATION:</b> <input type="checkbox"/> NON-PROFIT (501 C-3) <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> COMMUNITY GROUP <input type="checkbox"/> RESIDENT <input type="checkbox"/> NON-RESIDENT/BUSINESS  <small>*Please refer to classification definitions in rental packet for clarification</small>	<b>EVENT DATE:</b> _____ Month/Day/Year  <b>RE-OCCURRING EVENT DATES:</b> <i>(Please List)</i> _____	<b>Arrival Time for Setup:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM _____ <i>(Building accessible at this time)</i>  <b>Event Start Time:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM _____  <b>Event End Time:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM _____ <i>(Including Cleanup)</i>
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### ROOM SETUP

<b>Select Banquet Room:</b> <input type="checkbox"/> American River Rooms (North and South) <input type="checkbox"/> American River North <input type="checkbox"/> American River South <input type="checkbox"/> Kitchen	<b>Select Setup Option (Refer to chart below)</b> <input type="checkbox"/> Banquet <input type="checkbox"/> U-Shape <input type="checkbox"/> Classroom <input type="checkbox"/> Theater <input type="checkbox"/> Conference Square <input type="checkbox"/> Classroom
<b>Meeting Room:</b> <input type="checkbox"/> Community Board Room <input type="checkbox"/> Council Chambers <input type="checkbox"/> Coloma Room	<b>Number of Attendees:</b> _____



If application is approved, Applicant will need to enter into and agree to abide by the City of Rancho Cordova Facility Rental Use agreement. Applicant will be contracted by City Staff with information regarding this application. Applicant will be held financially responsible for any damage to the Facility or equipment, which occurs through the Applicant's Meeting or Event at the Facility.

**DATE AND VENUES ARE NOT RESERVED UNTIL THE MEETING/EVENT APPLICATION IS APPROVED BY THE CITY AND APPLICANT ENTER INTO A USE AGREEMENT. Upon notification of approval, and in order to secure its reservation date, Applicant must enter into a Use Agreement and pay at least fifth percent (50%) of the total estimated use fees, including cleaning/damage deposit and all other applicable fees, within 24 hours of notification.**

**Events after 5:00 p.m. - Monday through Friday and on weekends or holidays will require an additional facility charge of \$20.00 per hour. Events requiring two facilities staff members will be subject to an additional \$20.00 per hour.**

**City Discretion Regarding Approval**

Denial of request to rent a community room by the City will be based on any of the following reasons:

1. That the Rancho Cordova City Hall community rooms are incapable of accommodating the proposed activity by reason of the nature of the activity or by the reason of the number of people who will or probably will be involved.
2. That the Applicant has failed to agree to provide a reasonable means of controlling participants involved in the activity as provided in the terms and conditions of this Agreement.
3. That the Applicant has failed to agree to comply with all the conditions of this Agreement.
4. That by the nature of the activity, the community room or its equipment may be endangered.
5. That conditions precedent to the approval of a rental application has not been met. The City Manager or his/her designated representative may attach such conditions precedent to the issuance of application approval as she/he may determine necessary for the protection of public welfare and the City Hall Facility.
6. That any regulation is violated by an intended use.
7. That another event is already scheduled for the requested date.
8. That the Applicant previously used the facility and due to lack of cleaning or damage, did not receive all of their cleaning deposit back.

The City reserves the right to deny any rental request based on security concerns and/or safety concerns.

**Signature of Applicant or his/her Authorized Representative**

\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
User's Name

\_\_\_\_\_  
Organization (If Applicable)

\_\_\_\_\_  
Date of Event