

ENOCH CITY CORPORATION

ROOM USE POLICY

1. The City Council Chambers and the Upper Floor of the Library Building will be available for use for public gatherings. These two rooms have been built to serve as meeting and conference rooms.
2. User Fee costs to reserve the City Council Chambers or the Upper Floor of the Library Building.
 - a. A user fee of \$30.00 will be charged for one to four hours use.
 - b. A \$50.00 fee for more than four hours will be charged for either room.
 - c. A \$100.00 cleaning and damage deposit will be collected at the time of the reservation. This check will be kept with the reservation and destroyed when the city staff verifies the room has been cleaned up and left in good condition. If damage is done to the room or left dirty, the deposit check will be used to make repairs or necessary cleaning.
 - d. Fees must be paid prior to being scheduled.
3. Non- profit organizations will be exempt from the user fee with proof of nonprofit, but the \$100.00 cleaning and damage deposit will be collected at the time of the reservation. This check will be kept with the reservation and destroyed when the city staff verifies the room has been cleaned up and left in good condition. If damage is done to the room or left dirty, the deposit check will be used to make repairs or necessary cleaning.
4. “Community education” organizations where the objective is to teach or provide information and no monetary profit is being made will be exempt from the user fee but the \$100.00 cleaning and damage deposit will be collected at the time of the reservation. This check will be kept with the reservation and destroyed when the city staff verifies the room has been cleaned up and left in good condition. If damage is done to the room or left dirty, the deposit check will be used to make repairs or necessary cleaning.
5. Only light refreshments will be allowed to be served in the room. Food that requires heating will not be allowed. Clear beverages only to avoid carpet stains.
6. The person, persons or entity using the room are responsible to clean up the room and leave the room in good condition. Please complete the following after you have used the room.
 - a. Wipe off the tables and chairs and return them to the storage areas.
 - b. Sweep the hardwood floor.
 - c. Vacuum all carpet area including the stairs.
 - d. Make sure the windows are clean and closed.
 - e. Clean the bathroom.
 - f. Empty the garbage into the large containers located in the parking lot of the city office.
 - g. Return the key into the drop box, or bring into the Enoch City office by 9 a.m. the next day.

Thank you for your help in keeping our facilities clean and in good condition so that we may continue to use the buildings as they are intended.

**Enoch City
Application for Room Use**

Name of person or organization _____

Contact person: _____ Phone # _____

Date of Requested Use: _____ Time: _____
(from - until)

Purpose of Room Use: _____

Number of persons expected: _____

Room Requested: _____ Council Chambers
_____ Library Upstairs Room

Fees: \$30.00 user fee for 1 to 4 hours Check # ___ Cash ___ CC ___
\$50.00 user fee for more than 4 hours Check # ___ Cash ___ CC ___
\$100.00 cleaning/damage deposit** Check # ___ Cash ___ CC ___

**The \$100.00 deposit check will be kept with your reservation. This check will be destroyed when the City Staff verifies the room has been cleaned up and left in good conditions. If damage is done to the room or if it is left dirty, the deposit check will be used to make repairs or necessary cleaning.

**NO HOT FOOD MAY BE SERVED. ONLY LIGHT
REFRESHMENTS ARE ALLOWED. CLEAR BEVERAGES ONLY.**

Non-profit organizations and community education classes may use the room at no charge but are subject to the damage deposit check requirement.

I, the undersigned, under the penalties of perjury, declare that I have examined and completed the above application and to the best of my knowledge and belief, said application is true, correct and complete assessment of the intended use of the room. I have read, understand and agree to abide by the rules and conditions of the room use as set forth in the Enoch City Corporation Room Use Policy.

Applicant Signature _____ Date _____

Office Use: Calendar scheduled by: _____