



## City of Waterville

### City Hall Meeting Room Use Agreement

**TO REQUEST A MEETING ROOM COMPLETE AND RETURN THIS FORM.**

Meeting rooms should be reserved at least one week in advance and are subject to availability.  
See the *City Hall Meeting Room Policy* for room and reservation details.

**NAME OF ORGANIZATION/GROUP:**

**TYPE OF GROUP:**

- Municipal staff, board or committee  
 Waterville non-business related local club/org.
- Area not-for-profit group/organization  
 Waterville businesses/ for-profit agency/org.

**CONTACT PERSON INFORMATION:**

(Contact person is responsible for the room use. Must be 18+)

Contact Person: \_\_\_\_\_ Alt. Contact Person (if any): \_\_\_\_\_

Contact Address: \_\_\_\_\_  
(Mailing) (City) (State) (Zip)

Phone: \_\_\_\_\_ Alt. Ph.: \_\_\_\_\_ Email: \_\_\_\_\_

**ROOMS, LOCATIONS & CAPACITIES:**

	LOCATION	CAPACITY
I.T. Training Room	City Hall, main floor, facing Front St. – next to Admin Mtg. Rm.	10-12 max.
Front St. Conference Room	City Hall, basement level, next to IT offices	8 max.

**DATE(S) / TIME(S) REQUESTED:**

- Meetings may be scheduled during the following times: Monday - Friday: 7:00 a.m. – 7:00 p.m.
- Fees apply for weekend meetings at a rate of \$25/hour and approval is subject to the availability of the City Hall custodian(s).
- Groups may arrive at the meeting room up to 30 minutes before the meeting begins and must leave the room no later than 30 minutes after the meeting is scheduled to end.

**1st choice:**

Date: \_\_\_\_\_

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

**2nd choice:**

Date: \_\_\_\_\_

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

**Room Preferred\*:**  I.T. Training Rm.  Front St. Conference Rm.

No preference

\* Please note room capacities shown above.

If this is a recurring event, list additional dates (up to 11 months in advance) here:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_

6) \_\_\_\_\_ 7) \_\_\_\_\_ 8) \_\_\_\_\_ 9) \_\_\_\_\_ 10) \_\_\_\_\_

Number of attendees expected:

**ITEMS / EQUIPMENT NEEDED:**

Access to Guest Wi-Fi  Projector & Screen  
 Laptop for Presentation  Other: \_\_\_\_\_ (if available)

**ROOM SET-UP NEEDED\*:**  U-Shape  Hollow Square  Conference  Classroom

\*See attached for examples, set-up options are limited based on the size of the room & number of attendees.

NOTE: *Any changes to set-up the day of the meeting will be the responsibility of the room user.*

**CONSENT:**

- I state that the above information is true and correct. I further state that I have received a copy of the **City Hall Meeting Room Policy** and that I (and the group, club, or organization, if applicable) shall abide by the regulations of the City of Waterville and shall indemnify and hold the City of Waterville harmless from all claims, actions, suits, proceeding costs, expenses, damages, and liabilities, including attorney's fees, arising out of, or resulting from the occupancy or use of the premises by the applicant and/or group.
  
- I understand that failure to comply with the **City Hall Meeting Room Policy** may result in a loss of meeting room privileges.

Contact Person Signature \_\_\_\_\_ Date: \_\_\_\_\_

**CITY AUTHORIZATION:**

A COMPLETED FORM MUST BE SUBMITTED TO REQUEST A MEETING ROOM. RESERVATIONS ARE NOT FINAL UNTIL CONFIRMED BY CITY STAFF SIGNATURE BELOW. *The contact person will be notified by email within seven (7) business days if the reservation has been confirmed, or if the room is unavailable.* A signed copy of this form will be sent to the contact person.

<input type="checkbox"/> Reservation Confirmed ____ As submitted ____ With changes (see comments) Room: _____ Date: _____ City staff signature: _____
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<input type="checkbox"/> Room(s) Unavailable Date: _____ City staff signature: _____
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<b>Comments:</b>          
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## City Hall Meeting Rooms

### City Hall Meeting Rooms, Locations and Capacities:

I.T. Training Room	City Hall, main floor, facing Front St. – next to Admin Mtg. Rm.	10-12 max.
Front St. Conference Room	City Hall, basement level, next to I.T. offices	8 max.

### Meeting Room Set-Up Examples:



### Set-Ups Available for Each Room:

I.T. Training Room: ♦ *U-Shape* ♦ *Conference* ♦ *Classroom*

Front Street Conference Rm: ♦ *Conference*