



Town Hall Community Room Application and Use Agreement

TO BE COMPLETED BY TOWN RESIDENT REQUESTING USE OF THE COMMUNITY ROOM					
Resident/Event Sponsor Name and Address					
Name of Event				Number of Participants	
Contact Phone			Contact Email		
Event 1 Date		Start Time	<input type="radio"/> AM <input type="radio"/> PM	End Time	<input type="radio"/> AM <input type="radio"/> PM
Event 2 Date		Start Time	<input type="radio"/> AM <input type="radio"/> PM	End Time	<input type="radio"/> AM <input type="radio"/> PM
Event 3 Date		Start Time	<input type="radio"/> AM <input type="radio"/> PM	End Time	<input type="radio"/> AM <input type="radio"/> PM
Event 4 Date		Start Time	<input type="radio"/> AM <input type="radio"/> PM	End Time	<input type="radio"/> AM <input type="radio"/> PM
Event 5 Date		Start Time	<input type="radio"/> AM <input type="radio"/> PM	End Time	<input type="radio"/> AM <input type="radio"/> PM
Event 6 Date		Start Time	<input type="radio"/> AM <input type="radio"/> PM	End Time	<input type="radio"/> AM <input type="radio"/> PM
Please make sure to include setup and clean-up times in your reservation request. If more dates are needed, please complete additional forms.					

Request furniture to be arranged:

- Empty Room: Standing Only (maximum capacity of 68)
- Classroom Style: Tables and Chairs Facing Monitor (maximum capacity of 34)
- Auditorium Style: Rows of Chairs Facing Monitor (maximum capacity of 37)
- Horseshoe/Square: Tables Arranged in a Horseshoe/Square with Chairs Around (maximum capacity of 18)
- Boardroom: Tables Arranged as One Long Table with Chairs Around (maximum capacity of 16)
- Other: Setup Must be Completed by Resident/Event Sponsor (maximum capacity of 40)

TO BE COMPLETED BY TOWN MANAGER'S OFFICE ONLY: Other Conditions for Room Use

Agreement:

1. The Resident/Event Sponsor attests that he/she/it is either 1) a current Town Resident, or 2) a non-profit organization located in or serving the residents of the Town of Paradise Valley.
2. The Resident/Event Sponsor agrees that he/she/it will be present during the Event.
3. The Resident/Event Sponsor agrees to leave the room clean and in good repair.
4. The Resident/Event Sponsor agrees to the Town Hall Community Room Regulations, Requirements and Restrictions.
5. The Resident/Event Sponsor shall defend, indemnify and hold harmless the Town of Paradise Valley and its officers, agents, employees and volunteers from any and all demands, claims, damages, losses, proceedings, suits, and expenses (including but not limited to attorney fees and court costs, and cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from acts, errors, or omissions caused by Resident/Event Sponsor or his/her/its employees, agents or invitees in connection with Resident/Event Sponsor's use of the Town Hall Community Room and other Town premises.
6. If required by the Town, the Resident/Event Sponsor agrees to obtain insurance naming the Town of Paradise Valley as an additional insured.

The undersigned has read and understands the terms of this Application and Use Agreement, and certifies that he/she/it is the Resident/Event Sponsor or an agent of the Event Sponsor and is authorized to sign this Application and Use Agreement on the Event Sponsor's behalf:

Signature of Resident/Event Sponsor

Date Signed

Town Hall Community Room Regulations, Requirements, and Restrictions

Town of Paradise Valley residents or organizations (“Event Sponsor”) may use the Town Hall Community Room for civic meetings, cultural events, youth and school functions and other events that further the vision of the sense of community for the Town of Paradise Valley.

The following are authorized uses of the facility:

1. Meetings of civic organizations that includes at least one resident of the Town of Paradise Valley, including homeowners’ associations.
2. Non-commercial educational presentations intended to inform residents or discuss issues related to the Town and its operations.
3. Non-commercial cultural events such as concerts, lectures, or similar presentations.
4. Youth and school functions, including scouting events, ceremonies, art shows, etc.
5. Occasional religious services or events, such as the MLK luncheon sponsored by the Baha’i faith.
6. Election polls.

The following are *not* authorized uses of the facility:

1. Commercial or profit-making events of any kind.
2. Political events or other functions sponsored by political candidates, parties or associations.
3. Social events; however, receptions held in conjunction with other authorized events may be allowable.

The following regulations, requirements and restrictions apply to the use of the Town Hall Community Room:

1. The facility is available at no charge and is generally available during weekdays and all day on weekends and holidays at a first-come, first serve basis.
2. Town boards, committees, commissions, departments, and other groups have priority over other events. Authorization to use the Community Room may be withdrawn up to 24 hours prior the event if the room is required by one of these groups.
3. If there is another event directly preceding this event, Resident/Event Sponsor is responsible for their own room set-up.
4. Events must be sponsored by a Town resident who must accept responsibility for the event and may be liable for the costs of damages or clean up if applicable.
5. The Town reserves the right to refuse use of the Community Room based on past misuse or damage.
6. The maximum capacity of the Community Room is 68 persons without furniture/obstruction or persons with furniture/obstruction. This limit cannot be waived.
7. Tables, chairs, flags, podium, and wall-mounted computer monitor are available for use. The room is not configured for video conferencing.
8. Catering service is allowed in the Community Room at the expense of the Resident/Event Sponsor. Note: alcohol use is not permitted.
9. The Town does not provide:
 - a. Disposable or non-disposable cups, napkins, utensils, etc.
 - b. Document copying or office supplies (pens, paper, markers, etc.).
 - c. Staff assistance other than initial furniture arrangement.
10. All equipment, materials and supplies brought in by the Event Sponsor must be removed promptly at the end of the event.
11. Smoking is not permitted anywhere within the Town Hall.
12. All activities involving minors must be under competent, adult supervision. Minors shall not be left unattended.
13. No material of any kind shall be affixed or attached to any part of the Community Room without written permission from the Town Manager.
14. Other regulations or conditions may be imposed as directed by the Town Manager.

Instructions for use:

1. Monday through Friday, 7:00 am to 4:00 pm check in with the Town Manager’s Office.
2. Weekdays after 4:00 pm or on weekends go to the Police Department to request a key card from the Dispatch window.
3. After the event, verify that all doors are secured and either check out with the Town Manager’s Office or Police Dispatch.