



I D A H O

P.O. Box 115, 699 Lakeshore Ave., Dover, ID 83825

Phone: 208-265-8339 Fax: 208-265-9035

www.cityofdover.id.gov

FACILITY USE AGREEMENT

Reservations should be made at least seven (7) days in advance.

City Hall is available Monday – Friday 9:00 am to 4:00 pm

For accommodations outside of these dates/times, please ask about possible special arrangements

Rental Date(s): _____ Estimated Attendance: _____

Type of Function/Organization: _____

Rental Hours: From _____ to _____ **Rental hours include time for setup, take down, and cleanup.**

Contact: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Fax: _____

RENTAL RATES PLUS (refundable) DAMAGE/CLEANING DEPOSIT We prefer separate payments for rental and deposit fees. **Payable to City of Dover.**

(check the appropriate boxes):

- | | | | |
|---|--------------------|--|--|
| <input type="checkbox"/> CITY HALL | \$200 Deposit plus | <input type="checkbox"/> \$75 for 4 hours | <input type="checkbox"/> \$150 for the day |
| <input type="checkbox"/> CITY HALL W/KITCHEN | \$250 Deposit plus | <input type="checkbox"/> \$100 for 4 hours | <input type="checkbox"/> \$200 for the day |
| <input type="checkbox"/> CITY HALL W/KITCHEN
AND APPLIANCE USE | \$300 Deposit plus | <input type="checkbox"/> \$150 for 4 hours | <input type="checkbox"/> \$300 for the day |

I, _____ and all members of my party, shall, and hereby do, indemnify and save and hold harmless the City of Dover, its agents, employees, and/or officials from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses caused or incurred by myself or a member of my party and not caused by or arising out of the tortuous conduct of the City of Dover. I assume for myself, and all members of my party do assume for themselves, all risks and hazards of using the City facility set forth above, and forever waiver and release, on behalf of myself/themselves, my/their heirs, executors, administrators assigns, and/or personal representatives, any and all claims and/or rights for damages I/they now have or may hereafter have against the City of Dover and/or its employees, elected officials, agents, guests, and/or business invitees, suffered in connection with or arising out of using the City facility set forth above and not caused by or arising out of the tortuous conduct of the City of Dover or its employees.

I have read and agree to abide by the rental policies and regulations established by the City of Dover, including any fee(s) associated with the rental.

Date: _____

Print Name

Signature



CITY OF DOVER COUNCIL CHAMBERS

Rental of Council Chambers located at 699 Lakeshore Avenue is available on a first come/first serve basis, Monday - Friday from 9:00 am to 4:00 pm excluding Holidays.

- Requests for reservations may be made by contacting the City Clerk at 208-265-8339. Reservations are not final until they are confirmed by the City.
- Reservations and use of Council Chambers are subject to payment of fees as set forth in the fee schedule provided.
- Refunds will be made only for reservations cancelled at least 48 hours prior to the scheduled use or due to the City's cancellation of the event.
- City Commissions, Council and other City-sponsored meetings and activities have priority use of facilities at all times. If the City must cancel a reservation, all fees paid will be refunded.
CANCELLATION MAY BE MADE WITHOUT PRIOR NOTICE.

RULES AND REGULATIONS

- No alcohol is permitted in the building.
- The City supplies stored in the kitchen are not included in the rental. Items that come up missing will need to be replaced by the renter. City staff cannot provide coffee, supplies or office support.
- No furniture may be removed from or added to the room without authorization.
- Any damages to the building, furniture, or equipment will be the financial responsibility of the renter.
- A projector screen is available for your use, but the electronic equipment in the room is not included in the rental. ***Be advised that the City does not have equipment you may need so you must provide your own.***
- The renter shall be responsible for all set-up, takedown, and return of tables, chairs, or any other furniture or equipment to the proper location.
- No materials or decorations may be tacked, glued, stapled, taped, or adhered or affixed in any manner to walls, doors, or windows.
- Please make sure that anything you bring into the facility is removed. You are responsible for removing your trash; we ask that you please take it with you to dispose of elsewhere.
- We provide: vacuum, mop, bucket, rubber gloves, cleaning supplies, paper towels, etc. to clean up after your use.
- Improper use or abuse of the facility is subject to immediate cancellation of the event and ejection without the return of any accompanying fee(s). Violations of these rules may be cause to prohibit future reservations.

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