



City of Canyon Lake

General Application and Agreement for Use of Multi-Purpose Room

DATE of Use: _____ Day of Week: _____

Room to be used from _____ a.m./p.m. to _____ a.m./p.m. Number Attending _____

Type of Activity _____

Applicant / Organization _____

Applicant Address: _____ Email: _____

Applicant Phone: _____ Person in charge: _____

Special instructions:
Furniture needed for applicant to set up (number of tables & chairs).

Furniture to be set up for applicant (number of tables & chairs). A nominal fee applies. Diagram must be submitted,

Rental Fee Paid \$ _____ (\$185/\$227.50) Security Deposit Paid _____ (\$100/\$200)

Proof of Insurance _____ Proof of Non-Profit _____ Set Up/Down Fee Paid \$ _____ (\$50)

Applicant's Statement

I hereby certify that I have read and will abide by the rules and regulations attached to this application and in signing this application, I hereby agree that I, and the organization I represent shall hold the City of Canyon Lake and all of its agents or employees free and blameless from any liability or damage which may arise from use of City Facilities.

I further agree to promptly reimburse the City of Canyon Lake for any loss or damage to City property resulting from this use and will not apply, or cause to be applied, or further permit to use City facilities while any claim remains unpaid.

I understand the City reserves the right to reschedule or cancel the use of the room if the time requested or booked comes in conflict with a priority City use. Applicant will be given as much notice as possible of the need to cancel or reschedule.

Initial _____

Signature of Applicant _____

Telephone _____

Completed Application Received by _____

Approved by: _____

City of Canyon Lake

City Manager

Cash / Check _____

Date: _____



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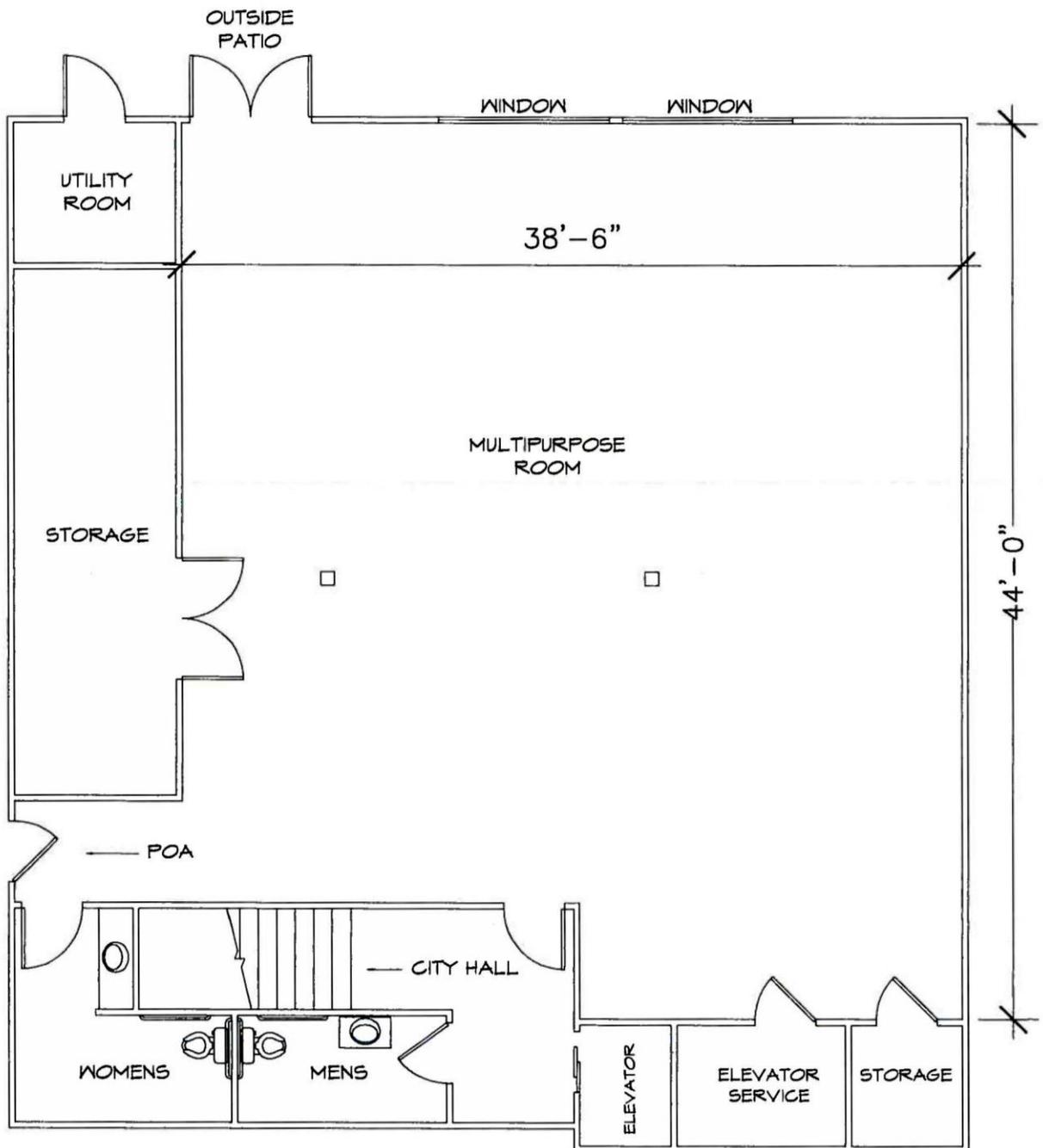
SETUP GUIDE

DATE: _____ TIME: _____ TO: _____

FUNCTION: _____

TABLES: ROUND _____ OBLONG: _____

CHAIRS: _____



CITY OF CANYON LAKE MULTI-PURPOSE ROOM POLICIES & PROCEDURES

Statement of Use Policy

The multi-purpose room is available for government functions and for other community benefit organizations, individual and business users within the community.

Use fees are established to partially offset operations cost of the facility.

General Policies

1. A reservation/application form must be filed out a minimum of 5 working days prior to date. Annual applications from groups/organizations may be used, however for long term scheduled time periods **the City reserves the right to reschedule or cancel scheduled dates for City priority needs.**
2. Applicant/Sponsor shall accept full responsibility of any breakage or damage.
3. **Applicant shall not use the City's conference table, conference chairs, or electronic equipment.**
4. Applicant/Sponsor shall accept full responsibility of group using the facility. City of Canyon Lake is not liable for any property loss/damage or injury to individuals.
5. **Applicant/Sponsor shall be responsible for facility clean-up, including the return of tables and chairs to their original locations.**
6. Deposit amounts or other use conditions/restrictions may be imposed by the City Manager as he/she deems necessary, including but not limited to insurance.
7. Applicant/Sponsor shall observe all applicable City of Canyon Lake rules, regulations, and all Federal, State and local laws that apply to the facility use.
8. **The use permit may be revoked for failure to observe City's policies or for improper conduct, or for City necessity.**
9. Use of the room will not be granted to any groups or individuals associated or affiliated with any organization listed by Attorney General as being subversive.
10. A use permit application may be denied if in the opinion of the City Manager such use could result in concerns for the public safety.
11. **City of Canyon Lake and official POA meetings shall have scheduling priority.**
12. The City will not provide for any set-up, removal or clean-up services.
13. Any food/beverage services must be provided by applicant.
14. **No decorations or displays may be attached to any facility surface, windows, ceiling etc.** Any exceptions to this policy must be reviewed and approved by City Manager at time of permit application.
15. **To insure community availability no applicant/organization can reserve the room more than twice a month (Category I exempted).**
16. Permittee will be responsible for any and all taxes that might arise from rental or use of room.