



**Civic Center Council Chambers**  
**Use of Facility Policy and Rental Information**

300 Seminary Ave.  
Ukiah, CA 95482  
(707) 463 – 6231  
asandoval@cityofukiah.com

**Maximum Capacity**            141 (Council Chambers)  
   96 (Foyer)

**Equipment Available**        120 Fixed Chairs  
   1 Large Staff Table  
   1 Central P.A. System  
   1 Fixed Podium with Microphone  
   1 10' x 10' Screen

**Rental Use Rates**

**Additional Services and Rates**

Business Hours – 8am to 5pm            \$150.00  
Evening Hours – 5pm to 9pm            \$250.00  
Per Hour/Every Additional Hour After 9pm    \$ 50.00

Screen Relocation            \$75.00  
Sound System            \$50.00  
LCD Projector Rental            \$75.00

**Facility is available Monday through Friday only.**

**City of Ukiah Sponsored Activities: No Charge**

**\*City Staff will be available on site for renter access and set up needs only\***

**Deposit**

A \$200.00 cleaning/security deposit is required for use of the Civic Center Council Chambers. The completed Use of Facility Application and deposit must be received at the time of your request to confirm your reservation. Insurance requirement must be submitted 2 weeks prior to your event. If City Staff time is required to clean the facility and/or return tables and chairs to storage areas, the renter will be charged a \$70.00 minimum call out fee, and \$40.00 per hour cleaning fee.

**Insurance Requirement**

All insurance requirements must be complied with prior to use of the facility. Renters must provide the City of Ukiah with a Certificate of Insurance and Additional Insured Endorsement naming the City of Ukiah as additionally insured in the amount of \$1,000,000 (one million dollars).

**Insurance is available through City Contracted Insurance Agency**

**Civic Center Council Chamber**  
**User Responsibilities**

1. **FOOD AND BEVERAGES ARE NEVER ALLOWED IN THE COUNCIL CHAMBERS, BUT MAY BE USED IN THE FOYER AREA.**

**If your event is after 5:00 pm, the Police Dispatch (Night Entrance) will be notified of your arrival and departure. Please turn off all lights in the Council Chambers, Foyer area, and both restrooms.**

2. All aisles and corridors must be kept clear and unobstructed. Standing in aisles for purposes of viewing events or activities is not permitted.
3. This is a “Non-Smoking” facility.
4. Please do not attach anything to the walls using pins, tacks or tape.
5. It shall be the duty of the renter to monitor exits, aisles, corridors and general safety conditions during all aspects of the event or meeting to assure compliance with user responsibilities.
6. Each user of the Council Chambers shall provide at least one responsible adult to monitor the occupant load of the Council Chambers and foyer. Upon reaching posted occupant loads, this person shall deny entry to any additional persons wishing to attend the planned event or meeting. This person shall stay at the door until relieved by another responsible adult. An adult monitor is required at the other exit door allowing access to the Council Chambers when it is desired to maintain said door(s) in an open position.
7. Signs, banners, and placards are not permitted in the Council Chambers, as these items can create a trip problem and obstruct the view of others.
8. No candles or open flames are allowed in the Foyer and Council Chambers.
9. Please leave the facility as you found it. All individuals, groups or organizations using this meeting room will be responsible for any damage to the room, building or equipment. Users will be charged an additional fee of \$70.00 per hour if there is an unusual amount of maintenance to the Council Chambers after their function.
10. Media representatives are not allowed to place equipment in any aisle, which in any way compromises the exit system. Cords and cables crossing these elements of the exit system shall be taped to the floor continuously so there is no trip hazard.
11. All equipment used for City Council and Planning Commission meetings will remain in the Council Chambers. This equipment is not to be used or moved by anyone using the facility without prior authorization.
12. Flowers and plants must be in containers with protective bases to prevent damage to the carpet.
13. The City Council Chambers is prohibited from being used for religious or partisan political purposes. The City has on file a statement of intent regarding this policy. If you are interested in reviewing this statement, please contact the Community Services Department at 463-6701 to obtain a copy.
14. City policy does not allow for weddings or wedding receptions to be held in the council Chambers.



**APPLICATION FOR USE OF CITY CHAMBERS**

411 W. Clay Street, Ukiah, CA 95482  
 P: (707) 463-6231 F: (707) 463-6740  
 Emergency Call Out: (707) 463-6262

**GENERAL INFORMATION**

<b>NAME OF APPLICANT</b>		<b>NAME OF ORGANIZATION</b>	
<b>MAILING ADDRESS</b>			
<b>TYPE OF ACTIVITY</b>		<b>ESTIMATED ATTENDANCE</b>	
<b>PHONE</b>	<b>CELL</b>	<b>EMAIL</b>	
<b>DATE OF EVENT(S)</b>			<b>NON-PROFIT?</b> Yes      No
<b>START AND END TIME OF EVENT(S)</b>		<b>TIME OF ARRIVAL</b>	

**RELEASE OF LIABILITY AND INDEMNIFICATION:** The permit may be revoked by the City of Ukiah at any time if, by reason of disaster, public calamity, riot or other emergency or exigent circumstances, the City determines the safety of the public or property requires such immediate revocation. The City may also revoke permit issued if the City finds that the permit has been issued based upon materially false information or if the event exceeds the scope of the permit or fails to comply with any condition of the permit.

**RELEASE OF LIABILITY AND INDEMNIFICATION:** In consideration of and as a condition for use of above stated facility, applicant and/or organization hereby agrees to assume and all risks arising out of or incident to the use of said facility, and expressly waives any claim that the applicant/and or organization may otherwise have against the City of Ukiah based on the use of the City owned property or otherwise. Pursuant to this application, applicant and/or organization further agrees to defend, indemnify and hold harmless the CITY OF UKIAH, it's officers, agents employees and volunteers from any and all claims, damages, losses or expenses, including bodily injury, property damage, or other loss resulting from the applicant's conduct of third parties, or the joint conduct of the applicant and the City of Ukiah. The applicant and/or organization further agrees to pay the City of Ukiah any cost incurred in defending against any such claim, including reasonable attorney's fees. The applicant and/or organization shall be responsible for leaving said facility in the same condition as found. Any costs for clean up or damages, as determined by the representative of the City Community Services Department, will be charged to the applicant and/or organization. The applicant and/or organization further agrees to provide a Certificate of Insurance and Additional Insured Endorsement naming the City of Ukiah, its officers, agents, employees and volunteers as additionally insured.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>For Office Use Only:</b>			
Fee: _____	Deposit: _____	Certificate of Insurance: _____	
Application Approved By: _____		Date: _____	