



CITY OF WOOD VILLAGE MEETING ROOM USE PERMIT

Name of Group: _____

Name of Person: _____

Address: _____

Phone: _____ No. of People Expected: _____

Date Requested: _____ Time Requested: _____

Type of Use: _____

Fee: _____ Deposit: _____ Insurance: _____

(See back of form for additional details regarding fees, deposit, and insurance requirements)

NO ALCOHOLIC BEVERAGES ALLOWED

The City advises that any conduct, behavior or activity carried on at City property that is illegal or disruptive of the peace and tranquility of the neighborhood, in the judgment of a designated City Official, shall be cause to terminate the activity and this rental agreement.

CLEAN UP shall be the responsibility of the renter. A \$50.00 deposit is required and may be refunded if the space is cleaned immediately following each use thereof, in a manner acceptable to the City.

The meeting room is rented on a first come /first served basis. The key to the meeting room shall be picked up and signed for at the City Hall office during regular office hours (8:00am – 4:30pm). After locking up, the key must be dropped in the mail slot located on the south side of City Hall, across from the flag pole.

The renter shall indemnify, defend and hold the City free and harmless from all claims of injury, loss or damage of any kind whatsoever arising out of or related to the renter's use of the premises. (See back of form for insurance requirements)

I understand and agree to comply with the terms of this rental agreement.

Signature of Renter

Date Signed

Approved by City Manager

Date Signed

Key Received by

Date

Key given by _____ Key checked in by _____

Keep Deposit on file _____ Refund Deposit _____

	Amount	Date	Rcpt#
Fee	_____	_____	_____
Deposit	_____	_____	_____
Insurance	_____	_____	_____

Fee and Insurance Information and Requirements

Renter	Fee	Deposit	Insurance Requirements
Gov. (City Sponsored)	\$0	\$0	\$0
Governmental	\$10	\$50	\$0
Reoccurring Organization	Negotiated by the City Council		\$2,000,000 Umbrella
Organizational	\$10 In City; \$25 Other	\$50	\$1,000,000 min. \$2,000,000 Preferred
Individual	\$10 In City; \$25 Other	\$50	Additional Named - \$500,000 Min.

Governmental (City Sponsored): This category is for Governmental groups that are sponsored or supported by the City. Examples include the MSCO, East Metro Mediation Program, and all Wood Village Neighborhood Watch Groups. No fee, deposit or insurance is required.

Governmental: This includes all other governmental groups or organizations. It also covers quasi-governmental organizations such as HOA's. A \$10 fee, and refundable \$50 deposit is required. No insurance required.

Reoccurring Organization: This category is for organized groups who wish to use the meeting room regularly at set times and days. An example is a fraternal organization. An agreement must be approved by the City Council for fees and deposits. A \$2,000,000 umbrella insurance policy naming the City as an additional insured is required.

Organizational: This category is for organizations or businesses to rent the meeting room. Examples may include seminars, instructional classes or events. The fee is \$10 for residents, or businesses located in Wood Village; \$25 for all others. There is a \$50 refundable deposit, and a \$1,000,000 minimum insurance policy with the City as an additional insured is required. \$2,000,000 is preferred.

Individual: This category is for individuals to rent the meeting room for their own use. Examples include social gatherings, craft events, or reunions. The fee is \$10 for residents; \$25 for non-residents. There is a \$50 refundable deposit, and a \$500,000 insurance requirement. Being an additional named on a homeowners policy with a \$500,000 minimum will satisfy the insurance requirement.

Please Note:

All fees and a copy of the insurance policy naming the City as an additional insured must be paid and presented before, or at the time of picking up the key. Failure to pick up the key by 4:30pm on the day of the rental, or on a Friday for a weekend event may result in the loss of the room rental and fee.