

## CITY COUNCIL CHAMBER ADMINISTRATIVE PROCEDURES

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1. The City of Banks Council Chamber is available for rent, according to the attached fee schedule, by any individual or group. The City of Banks Council Chamber is available to City Departments and the Committees free of charge.
2. Reservations for use of the City of Banks Council Chamber are made in advance on a first come-first serve basis and can be made by contacting the City Hall staff in person or by telephone 503.324.5112 during normal business hours. A reservation form must be completed and returned to the City Hall, at least 5 business days prior to the meeting date.
3. Payment for use of the City of Banks Council Chamber is due at the time the meeting is concluded. An invoice for charges can be provided upon request. Payment methods are cash or check.
4. Individuals/groups will be responsible for any additional charges made for cleanup, repair of damage, or replacement of items resulting from the use of the City of Banks Council Chamber.
5. The City Hall Staff must approve all publicity for activities/programs being held in the City of Banks Council Chamber in advance.
6. The City of Banks Council Chamber is a non-smoking building.
7. Light refreshments may be served in the City of Banks Council Chamber. Serving meals and alcohol is prohibited.
8. Individuals/groups using the City of Banks Council Chamber are responsible for:
  - a) Cleaning up the room, and returning any equipment in the room to its original position
  - b) Clearing the room/building, turning out all lights, making sure all outside doors are locked
  - c) Checking restrooms
12. Any individual/group failing to adhere to these policies can be denied future use of the City of Banks Council Chamber.
14. A copy of these policies and procedures will be provided at the time reservations are made for use of the City of Banks Council Chamber.

**Fees for the City of Banks Council Chamber are as follows: \$7.00 per hour payable at time of application being submitted.**