

CITY OF DENHAM SPRINGS
OLD CITY HALL

115 Mattie Street
Patti Smith Peairs, Director

225 667-7512
oldcityhall@cityofdenhamsprings.com

FACILITY USE APPLICATION

Date _____ Drivers License # _____ (Copy will be made)

Responsible Party Name(s)

Organization _____

Address _____

(If P O Box, list physical location also)

City _____ State _____ Zip Code _____

Phone (____) _____ Cell (____) _____

Email _____

Date of Use _____ Times of Use _____

Continued Scheduling on regular basis? Yes No _____
(Example: 2nd Tuesday each month)

Purpose of Using Facility _____

Describe in detail the activities planned for the event _____

Expected Number in Attendance _____

Presence of Children Anticipated _____
(See Item 18. Usage Rules and Regulations)

Signature(s) _____

Dates and usage are not reserved until the meeting application is approved by Old City Hall Director. You will be contacted with a confirmation via telephone or email. This reservation is subject to cancellation or changes in the event Old City Hall is needed for official city business.

Permission granted to use a meeting room is not transferable to another individual or organization.

Entry fees may not be charged for events held at old city hall.

THE CITY RESERVES THE RIGHT TO TERMINATE ANY USAGE AT ANY TIME AND WITHOUT PRIOR NOTICE IF USE CONSTITUTES A NUISANCE OR CRIMINAL CONDUCT.

FOR OFFICE USE ONLY:

Approved by OCH Director: _____ Date: _____

Confirmation Provided: _____
Date Contact

Note: An original of application and all accompanying signed documents will be kept on file with the City of Denham Springs. Applicants will be given a copy of all signed paperwork.

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**City of Denham Springs
OLD CITY HALL**

**FACILITY USE
HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

Applicant/Organization agrees to defend, indemnify and hold harmless the City of Denham Springs, its officers, agents and employees from and against any and all claims, demands, causes of action, or liabilities incurred by City of Denham Springs, its officers, agents or employees, arising from the Event/Usage or as a result of Applicants'/Organization's acts or omissions under this Agreement or any act or omission of Applicants'/Organization's officers, agents, employees, contractors (including independent contractors), registrants or other persons attending the Event with the express or implied permission or invitation of Applicant, except as may arise from the negligence or willful misconduct of City of Denham Springs, its officers, agents, contractors or employees. In an action or claim against City of Denham Springs in which Applicant/Organization is defending City, City of Denham Springs shall have the right to approve legal counsel providing City of Denham Springs' defense and such approval shall not be unreasonably withheld.

Such hold harmless provisions further include, without limitation, waiver of liability for death, personal injury, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages and rights of subrogation.

Applicants' obligations under this section shall survive expiration or earlier termination of this Agreement.

I have fully and accurately completed the Old City Hall Facility Use Application and have fully read and understand the hold harmless and indemnification agreement. I hereby represent that as well as acting on my behalf, I am also duly authorized to represent the named organization and enter into this agreement on its behalf.

Applicant(s) Signature _____

Printed Name/Title _____

Applicant(s) Signature _____

Printed Name/Title _____

Name of Organization _____

Date _____

**City of Denham Springs
OLD CITY HALL**

**FACILITY USE
USAGE RULES AND REGULATIONS**

1. Use of Old City Hall is limited to governmental agencies, civic groups, educational groups and nonprofit organizations. Meetings of public bodies, including all boards, committees and commissions of the city and other governmental entities, are given priority. Activities that are primarily commercial in nature are not permitted. Non-profit or civic organizations may be required to submit documentation substantiating their status or purpose.
2. The City of Denham Springs reserves the right to refuse use of a room for any activity that is deemed in violation of federal, state or local laws, codes or ordinances or for demonstrated past failure of the user to comply with any of the stated rules and regulations.
3. Groups or individuals that have reserved Old City Hall in advance are subject to cancellation or changes in the event Old City Hall is needed for official City business. In such an event, every effort will be made to notify user of a cancellation at the earliest possible date.
4. The applicant will be notified within five (5) days from the date of the application as to the approval or denial of the application. Reservations may be made up to six (6) months in advance but shall be made at least five (5) days in advance.
5. In the event of a cancellation, the City requests that they be made with at least 24 hours notice prior to the meeting/event. Cancellations with less than 24 hours notice may result in loss of privilege in using Old City Hall.
6. Groups or individuals may use Old City Hall for the hours approved. All set-up and clean-up must be accomplished within the reserved time. Facility shall be restored to its original condition. All garbage must be picked up and disposed of in the proper containers.
7. Food and beverages may be consumed at applicant's sole risk and expense. Light refreshments may be served during meetings/events. The City of Denham Springs does not provide food service or any food service supplies, with the exception of a coffee pot. The group using Old City Hall must provide supplies and equipment for serving refreshments. The rooms must be cleaned and cleared of all items brought in before vacating. If the coffee pot is used, it must be cleaned and turned off prior to exiting the building. **NO RED COLORED FOOD ITEMS OR DRINKS ALLOWED** (including but not limited to foods containing tomato sauce, red icing or strawberries)
8. Each Room has a standard furniture configuration. The furniture may be rearranged, but must be returned to its original position.
9. The Old City Hall Director's desk and supply cabinets are off limits. All guests and participants must be prevented from accessing these areas.
10. Capacity limits established by the Office of the State Fire Marshal must be observed at all times. Limit 54 people on first floor and 100 people on second floor.
11. Smoking or burning of items (incense, candles, etc.) is strictly prohibited.

12. No signs, posters, displays, or decorations may be put up without permission of the Old City Hall Director. Use of nails, screws, tape, staples, etc. on walls is prohibited.

13. The person(s) signing the application will be held responsible for proper use of the facilities.

14. Groups or individuals are responsible for the total cost of repairing damage to equipment, furniture, or the building and its premises caused by people in attendance at their meeting or event.

15. Facilities are provided in "as is" condition. Applicant agrees that the commencement of the use of the facilities is conclusive proof that the facilities were in good order and satisfactory condition when taking possession. During the use of the facilities, applicant must maintain and secure the room in good, clean and safe condition.

16. Applicant is responsible for ensuring that Old City Hall is vacant and secure upon exiting.

17. No child under the age of 18 years old will be allowed in Old City Hall unless accompanied by a person 21 years old or older. Adult chaperones must be in attendance at all times. A responsible adult must supervise children at all times. Failure to control the activities of your agents, employees, invitees or licensees (including children) may result in the suspension of the privilege to use Old City Hall.

18. The City of Denham Springs is not by virtue of this agreement a partner or joint venturer with, or agent of, applicant and/or the organization applicant represents in connection with the activity carried on under this agreement.

I have fully read and understand the Usage Rules and Regulations for Denham Springs Old City Hall. I agree to abide by the terms and conditions of the Usage Agreement. If I have stated that I represent an organization on whose behalf I have read and completed these forms, I hereby represent that, as well as acting on my own behalf, I am also duly authorized to represent the named organization and to enter into this agreement on its behalf.

Applicant Signature _____

Printed Name/Title _____

Applicant Signature _____

Printed Name/Title _____

Name of Organization _____

Date _____