



APPLICATION FORM FOR RESERVATION OF ORIENTAL TOWN HALL MEETING ROOMS

*Please review the attached POLICY prior to completion of this application.*

Date Reservation made: \_\_\_\_\_

Please select room:  Large Room (Holds 66 people)  Small Room (up to 12 people)

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Describe the event to be held in the Meeting Room: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: From: \_\_\_\_\_ to \_\_\_\_\_

Number of People: \_\_\_\_\_ Will you need the kitchen?  Yes  No

I understand that, as applicant for the event so requested in the Town Hall Meeting Room(s), I agree to abide by the attached POLICY. I further understand that official meetings of the Town government and its boards and commissioners have first priority and take precedence over all other activities. Any conflict in scheduling shall be resolved in their favor.

Signature and Date: \_\_\_\_\_

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*For Office Use*

Received by: \_\_\_\_\_ Approved:  Yes  No

**TOWN OF ORIENTAL  
POLICY ON USE OF TOWN HALL MEETING ROOM**

As a service to the community, the Town of Oriental Town Hall Meeting Room shall be made available on an equitable basis for the lawful activities of groups or individuals. Permission of the Town to use its Meeting Room does not constitute official endorsement of the event nor of the beliefs, viewpoints, policies or affiliation of its sponsors.

**WHO MAY USE THE MEETING ROOM** - The Town Hall Meeting Room may be reserved for non-profit activities by the following:

- An individual resident of Oriental
- An employee of the Town of Oriental
- A recognized organization composed principally of Oriental residents
- When the purpose or activity is of interest to Oriental residents

The individual sponsor or head of the organization reserving the room shall be held responsibility for room use regulations.

**HOURS** - The hours the Meeting Room may be used are:

Monday - Friday	8:00 am - 10:00 pm
Saturday	10:00 am to 10:00 pm
Sunday	12:00 noon to 5:00 pm

**RESERVATIONS** - Requests for the use of the Meeting Room must be submitted to the Town Staff during normal Town office hours. Please note:

Reservations are not official until confirmed by Town Staff

Adult supervision and responsibility are required for events involving children

The sponsor is required to notify Town Staff immediately of any cancellations

Official meetings of the Town government and its boards and commissioners have first priority and take precedence over all other activities. Any conflict in scheduling shall be resolved in their favor.

**RESPONSIBILITY OF THE SPONSOR** - Activities must begin and end in a timely manner to allow for setup, cleanup and restoration of the room within the time allotted. The sponsor is responsible for setting up the room for the use for which it is intended and to see that the room is clean and restored to its original configuration upon completion of the meeting. The sponsor or groups using the Meeting Room assume all responsibility for damage to Town Hall facilities and equipment which must be reported immediately to the Town Staff. If outside normal Town Hall office hours, the sponsor is responsible for locking up the building once all participants have left. A key may be obtained from Town Staff and must be left in the night drop box once the building is securely locked.

**USE OF FLAT SCREEN MONITOR AND INTERNET ACCESS** - The sponsor may request use of the flat screen monitor and wireless internet access. He/she must provide own power and extension cords (Town provides VGA and HDMI input) and laptop.

**PROHIBITIONS** - Tobacco, alcoholic beverages and cooking are prohibited. Only light refreshments and prepared finger foods are allowed (such as coffee, tea, soda, cookies, cakes, etc.) Activities that involve more than normal wear and tear on the Meeting Room facility, generate excessive or are disruptive to the conduct of Town business shall not be permitted.

*Town of Oriental Liability Waiver*

To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend (including attorney's fees) pay on behalf of, and hold harmless, the Town of Oriental, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Oriental against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Town of Oriental, its elected or appointed officials, employees, volunteers or others working on behalf of the Town of Oriental, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date