

City of Sault Sainte Marie Pullar Community Building

MANNY BOUCHER - MEETING ROOM APPLICATION AND AGREEMENT

Name of Organization: _____

Date of Application: _____

Name of Applicant/Contact: _____

Contact Street Address: _____

Contact City/Zip Code: _____

Contact: Home Phone: (_____)_____-____ Email: _____

Work Phone: (_____)_____-____ Ext. _____

Cell Phone: (_____)_____-____ Estimated Attendance: _____

I respectfully request permission to use the Manny Boucher meeting room on the following date, or dates, at the times indicated (specify starting and ending times) during Pullar Community Building ice season only:

PLEASE NOTE THE FOLLOWING: The meeting room **must be vacated a minimum of one hour** before the Pullar Community Building closes for the evening. Closing time for the meeting room is 10:00 p.m.

<u>Date of Meeting</u>	<u>Start Time</u>	<u>End Time</u>	<u>Date of Meeting</u>	<u>Start Time</u>	<u>End Time</u>
___/___/___	_____	_____	___/___/___	_____	_____
___/___/___	_____	_____	___/___/___	_____	_____

The City of Sault Sainte Marie (City) is aware of the need for meeting space for local groups. Making available such accommodations to the public is an additional service. Permission to use the meeting room does not constitute an endorsement of a group's policies or beliefs. Space, staff limitations and facility schedules necessarily require regulatory measures, which affect the use of the meeting room. These rules may be modified when deemed appropriate. The City reserves the right to deny permission to use the meeting room.

We hereby acknowledge that prior to our use of the meeting room, we will have, or we already have, reviewed the City of Sault Sainte Marie policies, rules and regulations governing the use of the room. We, individually and on behalf of the applicant/organization, agree to abide by all such policies, rules and regulations regarding our use of the room. Furthermore, the applicant/organization will undertake its best efforts to cause all others in the room during our use thereof to abide by the policies, rules and regulations.

We do hereby further agree to indemnify and hold harmless the City as well as their respective officials, officers, volunteers, employees, servants and agents, from any and all claims, demands, causes of action and any and all other expense, including attorney's fees, should any be incurred arising from or during the course of our use of the room pursuant to this application.

We shall also be responsible for any and all damage caused to the Pullar Community Building, the premises, and any equipment and other personal property, whether said damage is negligently or willfully caused as a result of our use of the meeting room.

I, _____, as the contact person of _____
(Please print) (Please print)

agree that our group will abide by the rules stated in the Meeting Room Use Policy of the City of Sault Sainte Marie.

Signature: _____ Date: _____

PLEASE DO NOT WRITE BELOW THIS LINE

_____ Approved: modifications or restrictions, if any: _____

_____ Disapproved: Reason for disapproval, modifications or restrictions: _____

City Official

Date

MANNY BOUCHER - MEETING ROOM USE POLICY

The City of Sault Sainte Marie is aware of the need for meeting space for local groups. Making available such accommodations to the public is an additional service. **Permission to use the meeting room does not constitute an endorsement of an individual/ group's policies or beliefs.**

Space, staff limitations and facility schedules necessarily require regulatory measures, which affect the use of the meeting room. These rules may be modified when deemed appropriate. The City reserves the right to deny permission to use the meeting room.

PERMISSIBLE MEETINGS

The use of the meeting room will be assigned by the City in priority order to render use of the facility for the benefit of the greatest number of city residents. Priority for the use of the meeting room will be given in the following order:

1. City sponsored meetings or programs.
2. Direct user groups of the Pullar Community Building
3. Non-profit organization sponsored meetings or programs.
4. Organizations engaged in educational, cultural, intellectual, civic, or charitable activities.
5. Other meetings or programs.

No admission or donations are to be charged by any group using the meeting room, with the exception of Pullar Community Building activities (i.e. Jr. Hockey Game, Hiawatha Skating Show) for which ticket fees will be applicable.

Restrooms are located on the Lobby level and the lower level. The Lobby level restroom is wheelchair and handicapped accessible. The facility does not have a lift or elevator to access the meeting room.

RESERVATIONS

Reservations for the use of the meeting room must be made by contacting Customer Service at 906-632-5700 or email bmethner@saultcity.com. Individual/Groups will be booked according to availability at time of request with the city having the right to reschedule or cancel at any time.

Cancellation of meetings must be made at least twenty-four (24) hours before the scheduled time by notifying Customer Service at 906-632-5700 or bmethner@saultcity.com. The city reserves the right to cancel meetings at any time with reasonable notification.

HOURS

The present schedule for use of the meeting room (during Pullar Community Building ice season only) is:

Monday – Sunday from 8:30 am to 10:00 pm

The meeting room must be vacated by all group members a minimum of **one (1) hour** prior to the facility closing for evening. This allows for proper clean-up of the room by city staff.

- Should any unusual cleaning need to be done as a result of a group's use of the meeting room, reasonable charge will be made to the group at the current employee rate.

MEETING ROOM REGULATIONS

- An application for meeting room use will include the name of the individual/group, date and times of meetings, nature of meeting, name address, signature and telephone number of group-contact person and number of people attending.
- No food or beverages may be stored in the room's refrigerator or freezer other than the day of the scheduled meeting.
- Smoking, vaping, tobacco use is not permitted anywhere in the facility. This includes meeting room, lobby, restrooms hallways, etc.
- No alcoholic beverages, illegal drugs, or contraband may be consumed, used and/or in possession of - on facility premises. Only during facility events in which alcoholic beverages are authorized by the city commission may individuals consume or use in the approved arena portion of the facility. All alcoholic beverages are to be purchased directly through authorized licensed agent assigned to the facility (event) at that time. Consuming alcoholic beverages in the meeting room is prohibited.
- Minors under the age of eighteen (18) may use the meeting room with a minimum of one adult supervisor, who is at least twenty-one (21) years of age (for each six (6) minors) who will assume complete responsibility for the activities in and condition of the premises.
- In fairness to all, an individual/group may not use the meeting room more than once per month. This will include all members of such a group as not to monopolize the usage.

LOSS OR DAMAGE

In the case of vandalism, theft, fire, flood or other natural disaster, the City is not responsible for loss or damage to any of the individual/organization's property within the facility. However, each individual/organization will promptly pay for any and all damage or injury to or loss of facility property which may occur as a result of the use of the premises. At any time, the City shall reserve the right to require a deposit and/or user fee for usage of the room.

INDEMNIFICATION OF CITY

The individual/organization shall agree to indemnify, save harmless and defend the City of Sault Sainte Marie (City), Chippewa County, Michigan, and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the individual/organization's use of the Pullar Community Building meeting room and facility.