



Meeting Room Rental Application

Room Requested: _____

Event Date: _____ * Hours of Event: From _____ To _____

Organization/individual requesting use: _____

Mailing address _____

City//Zip Code _____

Contact person _____

Day Phone _____

Evening Phone _____

Type of event _____

Purpose of rental _____

Size of group _____

(Note: If group exceeds room capacity, the function may be terminated.)

Room Capacity and Rental Fees

ROOM	CAPACITY	FEE
Meeting Room	100-250	\$25 maintenance fee (includes first hour) \$15 per each additional hour

- **Set-up, take-down and cleaning are the responsibility of the renter. Specialized set-up will incur additional costs at the hourly rate.**
- **User Groups** – The meeting should generally be for an educational, civic, cultural or government pursuit and be open to the general public.
- **Rental Periods** – The City of Lilburn meeting room is available during operational hours of the facility. Please check with staff regarding hours of operation.

Please submit application to khill@cityoflilburn.com to hold reservation up to 10 days. Reservation confirmed upon receipt of payment. Please submit rental fee via check or cash at City Hall, or mail check to Finance Department, City of Lilburn, 76 Main Street, Lilburn, Georgia 30047.

I agree to protect, indemnify, and defend the City, its authorized agents, elected and appointed officials and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending such claim.

I have read the *Policies and Procedures for Reserving City of Lilburn Meeting Room(s)*. I further agree to abide by the Policies and Procedures as well as the ordinances of the City of Lilburn and I accept responsibility for any violations as they may pertain to the application.

Signature _____ Date _____

Please read the *Policies and Procedures for Reserving City of Lilburn Meeting Room(s)* prior to signing this Room Use Application.



Policy and Procedures for City Hall Meeting Room Rental

The City of Lilburn, a Georgia Municipal Corporation, may permit the use of City Hall meeting room(s) by responsible organizations or associations for appropriate activities not interfering with any activity of the City. All activities shall be limited to Gwinnett County-based organizations. Typical meetings include homeowners' association meetings, community clubs, non-profit business associations, and others such meetings subject to the following conditions:

1. The meeting should generally be for an educational, civic, cultural or government pursuit and be open to the general public. It is not the intent to allow for room rentals for events, such as weddings, birthday parties, or other similar private social meetings.
2. City business and the Gwinnett County Public Library business shall have first priority. The next priority will be groups that are logical extensions of the City of Lilburn. The City reserves the right to move scheduled meetings that conflict with official City business, should it be necessary. In such a case, the City will make reasonable efforts to accommodate the applicant(s). To manage and maintain adequate space for potentially unknown or impromptu City meetings, the City may also hold rooms in advance for such unscheduled meetings.
3. The applicant, organization, or activity must not discriminate or advocate discrimination on account of race, color, or national origin; nor must its membership be limited to or for the benefit of persons of only one race, color, or national origin.
4. The applicant, organization, or activity must not have as its function or purpose the promotion of particular political or religious views or beliefs, or be designed to advance the cause of a particular political or religious group, including candidate political rallies.
5. The applicant or organization must not charge admission for its function or activity.
6. The applicant or organization may not be a "for-profit" organization with commercial, sales, solicitation or other business activities as an objective. This includes, but is not limited to, training seminars, sales seminars, sales meetings, demonstrations, sales parties, etc.
7. The particular activity must be one which is not likely to cause damage to City property and must not be disruptive to others present in the building.
8. No smoking or use of alcoholic beverages will be permitted.
9. No food or beverages are allowed, unless otherwise approved in advance by the City Manager or his/her designee.
10. Reservations for meetings must be made and paid for at least two (2) weeks in advance.



Policy and Procedures for City Hall Meeting Room Rental

11. There will be a maintenance fee of \$25.00 charged for each rental. In addition, there will be a \$15.00 per hour charge for each additional hour.
12. Under no circumstances will facility keys be given to non-authorized personnel. In addition, no storage will be permitted on the premises.
13. The meeting room will be available for rent during operational hours of the facility only (i.e., when City Hall and/or the Library is open).
14. A City employee will be present during the activity to open and close the room only. Unless previously arranged, an employee will not be available to help with setup or cleanup required for the meeting. Any specialized setup will incur an additional charge. Cleanup of the facility is the responsibility of the applicant and should occur during the requested rental time.
15. The reservation is only for the approved room.
16. Reservations will be "tentatively" held for ten (10) business days from the date of the initial room request. After the ten (10) day period, tentative reservations will be released and the room will be made available to others.
17. Because the meeting room is shared by the City of Lilburn and the Gwinnett County Public Library, reservations may not be repetitive in nature and will be considered on a month-to-month basis. The room is not intended to be a "home base" for any organization.
18. Chairs will be provided for seating capacity of the room. Some tables are available upon request. Renters are responsible for setup and cleanup.
19. No construction, signs, or alteration of City property or facilities may be made. No nails may be driven into walls or floors. Additionally, tape may not be used on walls, floors or tables.
20. All applicants for use of City facilities shall hold the City of Lilburn and its employees free and without harm from any loss or damage, liability, or expense that may arise during or be caused in any way by such use or occupancy of City facilities. The applicant will be responsible for any damages to the City facility or equipment and will guarantee its replacement or repair to the satisfaction of the City of Lilburn.
21. Applicants must be 18 years of age or older. Applications to use City facilities must be made in the name of the real party of interest. Facility use approval or permits may not be assigned or transferred.
22. Applicant's signature on the application form indicates understanding and consent to abide by the provisions of this policy. Failure to follow these Policies and Procedures may result in room use privileges being suspended. The City may establish specific guidelines for room use as appropriate. These policies may be amended from time to time with or without notice as the City deems in its best interest.