

POLICY FOR THE USE OF CITY HALL MEETING ROOMS

Torrington City Hall is a not-for-profit, tax-supported institution with rooms designed primarily for use in City Hall related activities. When the rooms are not needed for City meetings, they will be available for use by other individuals or organized groups, subject to the policies and guidelines established herein.

APPLICANTS

Applicants reserving the meeting room shall provide the name, address, e-mail and telephone number of the person who is responsible for the meeting room. The person reserving the meeting room shall notify the City Clerk's office as to the date and hours that the room will be used. The person reserving the meeting room shall complete a Meeting Room Reservation Form and agrees to abide by all policies of City Hall regarding use of facilities, and accepts responsibility for any damage caused to the building or its equipment, resulting from the meeting.

APPLICANTS' RESPONSIBILITY

The person signing the reservation form will also be held responsible for leaving the room neat, clean and in orderly condition. If it is not returned in such condition, the deposit fee will not be returned and the individual or group using the room may be billed for any resulting charges, which exceed the deposit amount. The City will provide trash containers and bags. All trash and recyclables shall be removed and placed into the dumpsters located at the rear of the building.

Users agree to abide by all ordinances and regulations of the City and will comply with all State and Federal laws and regulations. Users accept full responsibility for all damages caused to the building and/or meeting room.

Daytime users must be considerate of employees trying to work in nearby offices within the building.

Applicants are held responsible for temperature control and its return to the original setting.

Applicants are responsible for bringing in all needed equipment and supplies for their event.

DEPOSIT

There shall be a deposit made prior to the use of the room in the amount of \$50.00 for the auditorium or \$25.00 for Rooms 215, 224 and 311. This deposit may/will be refunded if the meeting room that the individual or group uses is returned in a clean condition. No admission may be charged by the individual or group for persons who attend or participate in the meeting.

EQUIPMENT

City Hall equipment or furnishings may not be removed from City Hall at any time.

HOURS

City Hall rooms may be used during normal work days no earlier than 8:00 a.m. and no later than 9:30 p.m. Monday through Thursday and no later than 2:00 p.m. Friday.

PARKING

Daytime metered parking is available on the street and in the Municipal Lots on City Hall Avenue or behind the YMCA on Prospect St.

Free parking is available behind City Hall when the offices are closed, after 4:00 p.m. Monday through Wednesday, after 6:30 p.m. Thursday and after 12:30 p.m. Friday.

REFRESHMENTS

Light refreshments may be served in connection with a meeting, but in no event shall alcoholic beverages of any nature be served or permitted in City Hall. The room must be left clean. The user is responsible for all table and chair arrangements. Smoking and use of tobacco products in City Hall is strictly prohibited.

RENTAL FEE

A fee of \$25.00 will be charged for the use of City Hall Rooms 215, 224 and 311. A fee of \$35 will be charged for the use of the Auditorium. **Non-profit civic and charitable groups may use the rooms without charge.** Donations are always welcomed.

RESERVATIONS

Meetings are scheduled on a first come-first served basis, at the discretion of both the Building Manager and the Mayor. Reservations for the use of a meeting room within City Hall can be made by contacting the City Clerk's Office at 140 Main Street, Torrington, CT 06790 or by phone at (860) 489-2239.

Room reservations must be made or scheduled during regular Torrington City Hall hours (Monday- Friday: 8:30 AM – 4:00 p.m.) only. **It is understood that the City's need for the meeting room(s) will have first priority in room use.** A contact person's name, e-mail address and phone number must be given in case of cancellations due to inclement weather or other circumstances that would cause a cancellation.

RESPONSIBILITY

The City shall not assume any liability for individuals or groups attending the meeting in City Hall. Further, the City cannot and will not be held responsible for loss or damage to exhibits or any type of vandalism to them in the meeting rooms or be held responsible for any lost personal property of those attending meetings.

ROOM CAPACITY

Maximum seating capacity in meeting rooms is as follows:

Auditorium/Council Chambers	200
Personnel/Room 224	12
Purchasing/Room 215	20
Engineering/Room 311	12

ROOM USE

The fact that an individual or group is permitted to meet at a City building does not in any way constitute an endorsement by the City of the individual's or group's policies or beliefs.

Rooms may be used for meetings which are open to the public; public lectures; panel discussions; film and slide presentations; group discussions; workshops; programs; and organizations or individuals engaged in educational, cultural, intellectual, governmental or charitable activities.

Rooms may NOT be used for any purpose which may interfere with the regular operation and use of City Hall meeting room(s); programs involving the sale, advertising, solicitation or promotion of commercial products or services; or personal, company or family parties.

All meetings and programs must be open to any member of the public. No person's right to attend the meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. Rooms may NOT be used for activities not protected by the first amendment.



Please retain a copy of this form for your records.

Return original to: Torrington City Clerk
140 Main Street
Torrington, CT 0679

City Hall Room Use Request Form

Organization Name: _____

Contact Person: _____

Address: _____

Daytime Phone Number: _____ **Cell Phone Number:** _____

E-mail Address: _____

Room Requested: _____

Date(s) room will be needed: _____ **Time(s):** _____

Meeting Description: _____

Number of Attendees Expected: _____

NOTE: The City will not set up your meeting room. Please arrive 15-20 minutes early to set up chairs and tables as needed. Two people must lift tables to avoid damage to the floor. Users will be responsible for returning the Auditorium back to the original set up and to remove all garbage and recyclables.

☐ I have received and read the "Policy for the Use of City Hall Meeting Rooms" and understand the regulations included. I understand that any failure to abide by this Policy, by myself, or my group, may result in a loss of future use of the meeting rooms. I accept responsibility for all damage caused to the building, furnishings or equipment beyond normal wear and/or usage as determined by staff.

☐ I agree to provide 24 hours' notice of cancellation or rescheduling.

Responsible Party Signature: _____ **Date:** _____

<i>For Office Use Only</i>	
<i>Date Request Received:</i> _____	<i>Date Deposit Returned:</i> _____
<i>Deposit Amount Received:</i> _____	<i>Returned by:</i> _____
<i>Received by:</i> _____	