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## District Board Room Use Application

The Golden Hills CSD Board Room is available exclusively for use by Local Government Agencies and affiliates for meeting and public hearing needs. Use of the District Board Room is “free of charge” to these entities provided use is restricted to normal business hours (Monday – Thursday, 8 a.m. to 4 p.m.). Requests for days and times, outside normal business hours, are charged a flat fee. No event may extend past 11:00 p.m. All use requests must be submitted in writing, on this form, and written approval must be received a minimum of three weeks prior to the planned event.

### Board Room Rules:

- No food or drink allowed in the Board Room
- No smoking or alcohol permitted
- Public restrooms and community drinking fountain are located in the lobby
- District provides sound system, overhead projector & screen and internet access upon request
- Flat fee of \$224 per meeting when scheduled outside normal business hours is due and payable when application is filed with the District
- Applicant must contact assigned District Representative thirty minutes prior to end of event
- No activity will be approved for any day of a scheduled board meeting, generally the 3<sup>rd</sup> Thursday of each month.

### Event Information:

Type of function/activity (meeting, public hearing, etc.):

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Requested date & time (please include any necessary set-up and clean-up time):

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Standard Board Room Setup only, not to exceed 65 chairs. No classroom setup available.

### Customer/Applicant Information:

Governmental entity name:

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Contact name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Application Requirements:**

This application, when properly completed, approved and signed by the District General Manager, Assistant General Manager or Business Manager becomes a permit to use the District Board Room on the date and time set forth. The local governmental agency agrees to pay the established fees as required, and abide by the Board Room Rules identified in this application.

**Additional Conditions:**

**Building Monitor:** The Golden Hills CSD General Manager has the right to determine if a building monitor is required to be present during an event. The cost of the monitor will be \$27.00 per hour in addition to any flat rate fee for room usage outside normal business hours. All fees are to be paid at the time of booking by the local governmental agency submitting the application prior to any written approvals being provided by the District. No refunds are provided for unused time.

**Statement of Understanding:** In order for this application to be considered, a representative from the local governmental agency must be present at all times while the activity is in progress. *Upon signing this application, you understand that you and/or your agency will be held responsible for the group’s actions collectively, individually, and financially. To the fullest extent permitted by law, the applicant local governmental agency agrees to be solely responsible for any and all injuries, damages and claims to persons or property arising out of its use of the District Board Room. The applicant local governmental agency further agrees to defend, hold harmless, and indemnify the Golden Hills Community Services District, it’s directors, officers, employees, or authorized volunteers against any and all such injuries, damages, and claims and such agreement shall not be restricted to any insurance proceeds. Depending upon the nature of the event, the District may require the applicant local governmental agency to provide evidence of general liability insurance.* You also understand that failure to abide by the Board Room Rules could result in action up to and including you and/or your agency not being allowed to use the District Board Room in the future. In the unlikely event Golden Hills CSD needs the use of the facility, your event may need to be moved or rescheduled at no cost to any party. The District shall not be responsible for any costs incurred by the cancelling of a reservation.

Local Government Agency: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Facility Fee \$ \_\_\_\_\_ # of hours \_\_\_\_\_ Monitor: Yes/No # of Hrs \_\_\_\_\_  
Monitor Fee: \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_