



# SOLVANG CITY HALL FACILITIES RESERVATION

1644 Oak Street • Solvang California 93463  
**(805) 688-5575**  
**Fax (805) 686-2049**

The City of Solvang offers the use of its city hall facilities, including the City Council Chambers and Conference Room to other governmental agencies, and non-profit community groups on a space available basis.

## SOLVANG CITY HALL FACILITIES RESERVATION REQUEST

Date of Application
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Name of Responsible Party			
Address		City	
Business Phone		Home Phone	
Name of Organization		Other	
Purpose of			
Local Non-Profit State ID #			
Alternate Contact Name		Alternate Contact Phone	
Facility Use (Check all that apply)			
City Hall Facilities		Building Seating Capacity	
CHECK	<input type="checkbox"/> City Council Chambers.....	76 persons	
	<input type="checkbox"/> Conference Room.....	8-10 persons	
	<input type="checkbox"/>		
Event Date(s)		Estimated Attendance	
Event Hours (including set-up and take-down) am/pm to		am/pm	

# NO SMOKING IS PERMITTED WITHIN THE FACILITY

## **APPLICATION PROCESS**

- 1) Read and fill out this application. Return the completed application by mail to the City of Solvang, 1644 Oak Street, and Solvang, and CA. 93463, fax (805)686-2049 or in person to 1644 Oak St.
- 2) Use of the facilities will be determined by the City at time of the request; however, any request may be preempted by need of the Solvang City Council. Applicant will receive notification of change of requests as soon as reasonably possible.

## **CLEANING POLICY**

Facility users are responsible for returning city owned facilities to the exact condition in which they found the facility. Users must sign the statement below recognizing their responsibilities for the use of the facilities. A key will be issued to the group for use and must be returned immediately after the event or meeting. Failure to return the key will result in the organization being assessed a fee great enough to rekey all locks corresponding to that key.

## **CLEANING CHECKLIST**

*The facility will be inspected after each event to insure compliance with the cleaning checklist. The following list outlines the facility cleaning responsibilities:*

- \_\_\_ 1) Users are responsible for providing their own cleaning supplies and materials.
- \_\_\_ 2) Serving of food or coffee is discouraged. Any damage will result in the elimination of use privileged.
- \_\_\_ 3) Clean all tables and chairs and replace to their proper location.
- \_\_\_ 4) Remove all decorations, equipment and food/drink related to the function.
- \_\_\_ 5) Clean and discard all litter from the building interior, exterior walkways, grounds, and parking area.

## **CANCELLATION POLICY**

1. If a user must cancel their use, please do so as soon as possible so as to allow another group to use the facility at the requested time.
2. SMOKING IS NOT ALLOWED in City Facilities by City Ordinance (6-4-3). Smoking in the building is automatic grounds for denial for use of the facility again. No exceptions will be made.
3. Facility users are free to use the chairs and tables located in each of the rooms they have requested. However, no furniture may be moved out of its assigned room. All furniture must be cleaned and put away in its proper location at the end of the function. If any damage is done to the facility as a result of the groups use, a bill will be sent for time and materials of city staff to replace/repair the damage. Signature at the bottom of this use form, acknowledges consent for these charges.
4. The City of Solvang reserves the right to limit the use of the facilities as deemed in the best interest of the City of Solvang and its residents.

I have read, understood and agree to abide by the above rules. My signature certifies that all information on this application is true, including that regarding the use of the facility. I understand and agree that any misstatements or omission of material fact herein may cause a future denial of facility use. I have received a duplicate copy of this rule list. I understand the City may assign and bill for all administrative costs necessary to enforce these rules. Each user shall indemnify, defend, and hold harmless the City of Solvang, its' officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with the use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Solvang, its' officers, employees or agents. The Responsible Party shall be responsible for reimbursing the City for any loss or damage to City owned property related to the event.

Signature (Responsible Party): \_\_\_\_\_ Date: \_\_\_\_\_