

CITY OF PORTOLA CITY COUNCIL

City Hall Council Chambers
35 Third Avenue
Portola, CA 96122
www.ci.portola.ca.us

WILLIAM'S HOUSE MEETING ROOM USE AGREEMENT

ORGANIZATION _____ NAME _____

STREET ADDRESS _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE# _____

DATE OF USE ____/____/____ TIME ____:____ AM/PM TO ____:____

A DEPOSIT OF \$30 IS CHARGES FOR THE USE OF THE MEETING ROOM ONLY TO INSURE THAT THE ROOM WILL BE LEFT IN GOOD CONDITION. THIS DEPOSIT IS REFUNDABLE IF THE ROOM IS LEFT IN GOOD CONDITION.

For the use of the kitchen and/or garden there will be a \$50 deposit and a \$25 fee.

GOOD CONDITION: The facility, garden, furniture and equipment are not damaged. The facility is left clean: tables, kitchen stove, counter and table are to be wiped clean. The floors are swept, trash is placed in the outside trash can, recycle material is placed in the box on the back porch. The chairs and tables are placed back where they were, when you arrived.

SESSIONS WHERE THE ATTENDEES ARE CHARGED, THERE WILL BE A \$25 RENTAL FEE.

NO PHONE OR OFFICE EQUIPMENT ARE TO BE USED.

I the undersigned, agree to the terms of the use of this meeting room, kitchen or garden.

SIGNATURE OF RESPONSIBLE PERSON _____

Date ____/____/____

Capacity:

40 – Meeting only

30 – Sit down meal