



OFFICE OF THE CITY CLERK

500 Castro Street • Post Office Box 7540 • Mountain View • California • 94039-7540  
650-903-6304 • Fax 650-962-8504

CITY HALL SPACE RESERVATION

SECTION I – GENERAL INFORMATION

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Event: \_\_\_\_\_

- Atrium Conference Room       City Hall Rotunda       Council Chambers
  - Courtyard Lunchroom       Plaza Conference Room
- (Limited to Government Agencies and Section 501(c) nonprofit entities.)*

Day of Event: \_\_\_\_\_ Time of Event: From \_\_\_\_\_ to \_\_\_\_\_

Pre-event through Post-event Times: From \_\_\_\_\_ to \_\_\_\_\_ No. of Persons: \_\_\_\_\_

**Please attach a copy of your meeting notice, flyer, invitation, etc., or provide within one week of your scheduled event.**

- Is the general public invited?  Yes  No
- Will a City staff person be in attendance?  Yes  No
- Will food or beverage be served?  Yes  No
- Will alcohol be served?  Yes  No
- Will you need an extra table for food, etc.?  Yes  No
- Will you need a reception table in front?  Yes  No
- Will you need directional signs?  Yes  No

Sign Wording: \_\_\_\_\_

Will you be supplying your own audio-visual equipment?  Yes  No

If no, what audio-visual equipment will you need? \_\_\_\_\_

How would you like the room set up (tables, chairs)? \_\_\_\_\_

Does your organization serve Mountain View residents and/or is your organization located in Mountain View?       Serves       Located

Is your organization a Section 501(c) nonprofit entity?       Yes       No

**SECTION II – INSURANCE AND INDEMNIFICATION**

Liability Waiver (please sign below):

USER agrees to indemnify, defend, and hold harmless CITY and its officers, agents, and employees from any and all liabilities, claims, losses, and expenses, including attorneys’ fees and court costs, in any manner caused by, arising out of, or in connection with, either directly or indirectly, the use of CITY facilities or intentional acts by USER or his/her agent(s) during the progress of the event(s). USER agrees to reimburse CITY for any direct costs incurred, including cost of damage to CITY property.

At least four (4) weeks prior to the event, USER shall provide CITY:

1. A Certificate of Insurance for Commercial General Liability showing proof of insurance in a minimum amount of Two Million Dollars (\$2,000,000), combined single limit for bodily injury and property damage, and an additional insured endorsement naming CITY, its officials, officers, employees, and volunteers. Thirty (30) day written notice of cancellation is required;
2. Auto insurance showing proof of insurance in a minimum amount of One Million Dollars (\$1,000,000) and an additional insured endorsement naming CITY, its officials, officers, employees, and volunteers; and
3. Workers’ Compensation insurance showing proof of insurance in a minimum amount of Two Million Dollars (\$2,000,000).

If alcohol will be served at an event, USER shall provide CITY a Certificate of Insurance for Liquor Liability showing proof of insurance in a minimum amount of Two Million Dollars (\$2,000,000) and an additional insured endorsement naming CITY, its officials, officers, employees, and volunteers.

If USER hires a caterer for an event, caterer shall provide CITY Certificates of Insurance for Liquor Liability, Commercial General Liability, and Automobile Liability in a minimum amount of Two Million Dollars (\$2,000,000) each and include an additional insured endorsement for Commercial General Liability and Automobile Liability, naming CITY, its officials, officers, employees, and volunteers.

Thirty (30) day written notice of cancellation is required.

Do you agree to reimburse CITY for any direct costs incurred?  Yes  No

Mail, fax, or e-mail completed form to:

City of Mountain View  
City Clerk’s Office  
P.O. Box 7540  
Mountain View, CA 94039-7540  
Phone: 650-903-6304 • Fax: 650-962-8504 • E-Mail: [city.clerk@mountainview.gov](mailto:city.clerk@mountainview.gov)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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CITY HALL SPACE RESERVATION USE GUIDELINES

**RESERVATIONS**

Meeting rooms at City Hall are reserved on a first-come, first-served basis with preference given first to City business, followed by nonprofit community groups or governmental agencies located in Mountain View and, finally, to nonprofit community groups or governmental agencies servicing Mountain View. As a general rule, a group is entitled to two (2) reservations per year.

Meetings being hosted by other cities, counties, or governmental entities need to arrange meeting times, setups, etc., through a City representative who, in turn, will schedule the meeting through the City Clerk's Office.

Groups wishing to reserve the Atrium Conference Room, Committee Room, Council Chambers, Plaza Conference Room, or Rotunda/Atrium areas should contact the City Clerk's Office at 650-903-6304 to check if an open date exists. Groups should then complete a City Hall space reservation form.

Persons interested in reserving space at the Mountain View Center for the Performing Arts should contact Jenn Poret at 650-903-6556.

**INSURANCE**

- Business meetings and similar gatherings for the purpose of discussion or sharing information will not require insurance (except where the City's Risk Manager determines that special circumstances necessitate insurance). A liability waiver (included in the reservation form) will be signed whenever insurance is not provided by the user.
- Meetings or events where alcoholic beverages are consumed and/or food is being served will require insurance.
- Proof of liability insurance, naming the City as additional insured, is required for all other uses with an amount and type determined by the City's Risk Manager. Generally, groups must provide the City with proof of General Liability insurance in a minimum amount of Two Million Dollars (\$2 million). A certificate of insurance and endorsement must be received by the City Clerk's Office four (4) weeks prior to the event. The policy period must cover the entire time at the facility (i.e., from setup through takedown).
- If your organization does not have insurance and you wish to use City facilities, you may arrange coverage through the City's carrier. For more information, contact the City Clerk's Office at 650-903-6304.

## ACCOMMODATIONS

**Atrium Conference Room:** Seats up to 20 people

**Council Chambers:** Seats approximately 115 people (*limited to Government Agencies and Section 501(c) nonprofit entities*)

**Plaza Conference Room:** Seats up to 40 people, depending on the configuration

**Rotunda:** Generally used for receptions (stand-up fashion) up to 125 people

**Smoking is prohibited in all enclosed City-owned facilities per City Code Section 21.48, and 25' from all City-owned facilities.**

## AUDIO-VISUAL

It is recommended that groups bring their own audio-visual equipment.

## FOOD/BEVERAGE

Food and beverage are allowed in the Plaza Conference Room, Atrium Conference Room, Committee Room, and Rotunda/Atrium areas but not the Council Chambers. Food preparation on-site is not allowed. Food prepared off-site and brought in to be served (catered) is permissible; however, if such foods are to be served to the public-at-large, then the food vendor (caterer) must be licensed by the County Health Department and have a valid business license. All areas in which food or drink is to be served (booths, tables, etc.) shall have an appropriate covering in place.

## SETUP

Setup, such as tables and chairs for small events (meetings), will be done for you in advance (whenever possible). Special events involving catering and more formal setups are your responsibility. Large events where displays, tables, chairs, or booths are set up will require a simple floor plan designating their placement as well as approval from the Fire Marshal. In some cases, the City may allow tables and chairs to be delivered early (e.g., late Friday afternoon for a Saturday event). Electrical outlets are in short supply and not conveniently located in the Atrium Conference Room, or Rotunda/Atrium areas and, therefore, events in these areas featuring lighted displays, electrified musical instruments, etc., may be inappropriate.

## CLEANUP

Users are responsible for cleanup. Please remove cups, food, materials, etc. Tables and chairs for special events shall be cleaned thoroughly, folded, and removed or put aside for later pickup. Tables and chairs in meeting rooms need not be changed/put away. We will arrange these rooms to their usual configuration.

## PREVIEWING THE SPACE

Generally, a representative of the group holding the event will preview the space and be briefed prior to the event. Setup, security, parking, signage, audio-visual, and other details will be addressed at this time.

## FEES

A security deposit is required for use of the Council Chambers and all rentals require a building attendant. Groups or individuals may incur charges for any direct costs incurred. Additional direct costs include, but are not limited to, additional custodial cleanup, maintenance crew call-outs, security, facility/audio-visual equipment repairs resulting from negligence or misuse, damaged equipment, etc. **It is solely at the City's discretion to determine if custodial personnel are a necessary accompaniment to your event and will be billed at \$25.50 an hour janitorial.**

CITY HALL FACILITY RESERVATION REQUIREMENTS
<p><u>Peak:</u> Monday through Friday, 5:00 p.m. to 10:00 p.m.; Saturday, Sunday, and Holidays, 8:00 a.m. to 10:00 p.m.</p> <p>2-hour minimum usage 2-hour minimum building attendant<sup>1</sup> 2-hour minimum janitorial service<sup>2</sup></p> <p><u>Off-peak:</u> Monday through Friday, 8:00 a.m. to 5:00 p.m.</p> <p>1-hour minimum usage 1-hour minimum building attendant No janitorial service<sup>3</sup></p>

<sup>1</sup> The building attendant rate is \$20/hour, subject to change.

<sup>2</sup> Janitorial rates are currently at \$25.50/hour, subject to change, with a two-hour minimum.

<sup>3</sup> Janitorial fees may apply if the reservation is for a party, event, or large group.

- Security deposit due seven (7) days prior to event.
- Rental fees (estimated) due within thirty (30) days after event.
- Insurance due seven (7) days prior to event.

**FEE SCHEDULE FOR COUNCIL CHAMBERS**

<u>TITLE</u>	<u>FEE</u>	<u>BASIS</u>	<u>CASH RECEIPT CODE</u>	<u>FUND/INDEX/ SUBJECT</u>
Council Chambers				
Governmental Agencies				
Off Peak				
Building Attendant	\$20.00	Hour	CCCHAM	101/020012/42519
Security Deposit	\$560.00	Fixed	SECDEP	101/710100/22171
Peak				
Building Attendant	\$20.00	Hour (2-hour min.)	CCCHAM	101/020012/42519
Janitorial Service	\$25.50	Hour (2-hour min.)	CCCHAM	101/020012/42519
Security Deposit	\$560.00		SECDEP	101/710100/22171
Nonprofits				
Off Peak	\$120.00	Hour	CCCHAM	101/020012/42519
Security Deposit	\$560.00	Fixed	SECDEP	101/710100/22171
Peak	\$120.00	Hour (2-hour min.)	CCCHAM	101/020012/42519
Janitorial Service	\$25.50	Hour (2-hour min.)	CCCHAM	101/020012/42519
Security Deposit	\$560.00	Fixed	SECDEP	101/710100/22171
Rotunda				
All Renters				
Off Peak				
Building Attendant	\$20.00	Hour (1-hour min.)	CCROTD	101/020012/42519
Peak				
Building Attendant	\$20.00	Hour (2-hour min.)	CCROTD	101/020012/42519
Janitorial Service	\$25.50	Hour (2-hour min.)	CCROTD	101/020012/42519