



# City Hall Space Reservation Application

Email: [city.clerk@mountainview.gov](mailto:city.clerk@mountainview.gov) | Phone: 650-903-6304

## SECTION I—RENTER INFORMATION AND RESERVATION REQUEST

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. Per Council Policy H-5, a group can request two (2) reservations per month.

This form should not be submitted for meetings being hosted by other cities, counties, or governmental entities. Please 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, 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 application form.

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

Primary Contact: \_\_\_\_\_

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

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

### Room

Atrium Conference Room       City Hall Rotunda       Plaza Conference Room

Council Chambers *(limited to Government Agencies and Section 501(c)(3) nonprofit entities)*

### Event Information

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

Date(s) of Event: From \_\_\_\_\_ to \_\_\_\_\_      Time(s) of Event: From \_\_\_\_\_ to \_\_\_\_\_

Preevent through Postevent Time(s): From \_\_\_\_\_ to \_\_\_\_\_      No. of Persons: \_\_\_\_\_

City Clerk’s Information (Staff only)					
Tent	Busy	To CC	CC OK	To DCC	BA
Received	Calendar	Facilities	Total Hours		Amt Due
App			Invoice Sent		Pay Rcvd
Ins		N/A	Deposit Required		Dep Rcvd
Dispo			Refund Request		Refund Sent
FY			Request No.		

**Event Information (Continued)**

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

- Is the general public invited?  Yes  No
- Will a City staff person be in attendance?  Yes  No
- Does your organization serve Mountain View residents?  Yes  No
- Is your organization located in Mountain View?  Yes  No
- Is your organization a 501(c)(3) nonprofit entity?  Yes  No
- Will food or beverage be served?  Yes  No
- Will alcohol be served?  Yes  No
- Will you need a table for food?  Yes  No
- Will you need a reception table?  Yes  No
- Will you be supplying your own audio-visual equipment?  Yes  No

If No, describe what you will need: \_\_\_\_\_

\_\_\_\_\_

- Will you need display cases and/or art panels?  Yes  No

If Yes, please mark preferred placement on attached Rotunda map (refer to Attachment 2).

**Display setup/takedown hours:** Monday through Thursday from 8:00 a.m. to 2:30 p.m.

Date/time to have boards/cases (no lids) set up: \_\_\_\_\_

Date/time to have lids placed: \_\_\_\_\_

Date/time to have lids removed after event: \_\_\_\_\_

**Plaza Conference Room:**

Describe how you would like the tables/chairs set up (i.e., *square for 10 or classroom style for 20, etc.*):

\_\_\_\_\_  
\_\_\_\_\_

<b>Facilities Information (Staff Only)</b>					
HVAC	Yes ____	No ____	Lighting	Yes ____	No ____
Electrical	Yes ____	No ____	If Yes:	_____	
Other Requests:	_____				

**SECTION II—INSURANCE AND INDEMNIFICATION**

Liability Waiver (please sign below):

USER agrees to indemnify, defend, and hold harmless CITY and CITY’s 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 USER’s 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. 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
- B. An additional insured endorsement naming CITY and CITY’s officials, officers, employees, and volunteers. Thirty (30) days’ written notice of cancellation is required.
- 2. A. Auto insurance showing proof of insurance in a minimum amount of One Million Dollars (\$1,000,000); and
- B. An additional insured endorsement naming CITY and CITY’s officials, officers, employees, and volunteers.
- 3. Workers’ Compensation insurance showing proof of insurance in a minimum amount of One Million Dollars (\$1,000,000), if you have employees.

If alcohol will be served at an event, USER shall provide CITY:

- 1. A. A Certificate of Insurance for Liquor Liability showing proof of insurance in a minimum amount of Two Million Dollars (\$2,000,000); and
- B. An additional insured endorsement naming CITY and CITY’s officials, officers, employees, and volunteers.

If USER hires a caterer for an event, caterer shall provide CITY:

- 1. A. 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
- B. An additional insured endorsement for Commercial General Liability and Automobile Liability, naming CITY and CITY’s officials, officers, employees, and volunteers.

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.

Thirty (30) days’ written notice of cancellation is required.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail completed forms to: City of Mountain View City Clerk’s Office  
P.O. Box 7540  
Mountain View, CA 94039-7540

**OR** Email to: [city.clerk@mountainview.gov](mailto:city.clerk@mountainview.gov)  
**OR** Deliver to 500 Castro Street

## CITY HALL SPACE RESERVATION GUIDELINES

### 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 callouts, 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 \$44.69 per hour.**

<b>Council Chambers</b> (limited to Governmental Agencies & Nonprofits)		<b>Peak</b> (M-F, 5:00 p.m.— 10:00 p.m.; Weekends and Holidays, 8:00 a.m.— 10:00 p.m.)  <i>*2-hour minimum usage</i>	<b>Off-Peak</b> (M-F, 8:00 a.m.— 5:00 p.m.)  <i>*1-hour minimum usage</i>
<b>Governmental Agencies</b>	Room Rental/Building Attendant	\$110.00/Hour	\$110.00/Hour
	Janitorial Services	\$44.69/Hour	\$44.69/Hour
	Security Deposit	\$500.00	\$500.00
<b>Nonprofits/ Community Groups</b>	Room Rental/Building Attendant (two times/year)	Free	Free
	Room Rental/Building Attendant (subsequent to two times/year)	\$110.00/Hour	\$110.00/Hour
	Janitorial Services	\$44.69/Hour	N/A
	Security Deposit	\$500.00	\$500.00
<b>All Other City Hall Rooms</b>		<b>Peak</b> (M-F, 5:00 p.m.— 10:00 p.m.; Weekends and Holidays, 8:00 a.m.— 10:00 p.m.)  <i>*2-hour minimum usage</i>	<b>Off-Peak</b> (M-F, 8:00 a.m.— 5:00 p.m.)  <i>*1-hour minimum usage</i>
<b>All Renters</b>	Room Rental/Building Attendant	\$31.54/Hour	\$31.54/Hour
	Janitorial Services	\$44.69/Hour	\$44.69/Hour
	Security Deposit	N/A	N/A

- The building attendant rate is \$31.54/hour, subject to change.
- Janitorial rates are currently at \$44.69/hour, subject to change, with a two-hour minimum.
- 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.

## **GENERAL INFORMATION**

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

**Council Chambers:** Seats approximately 115 people (*limited to Government Agencies and Section 501(c)(3) 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.

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

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.

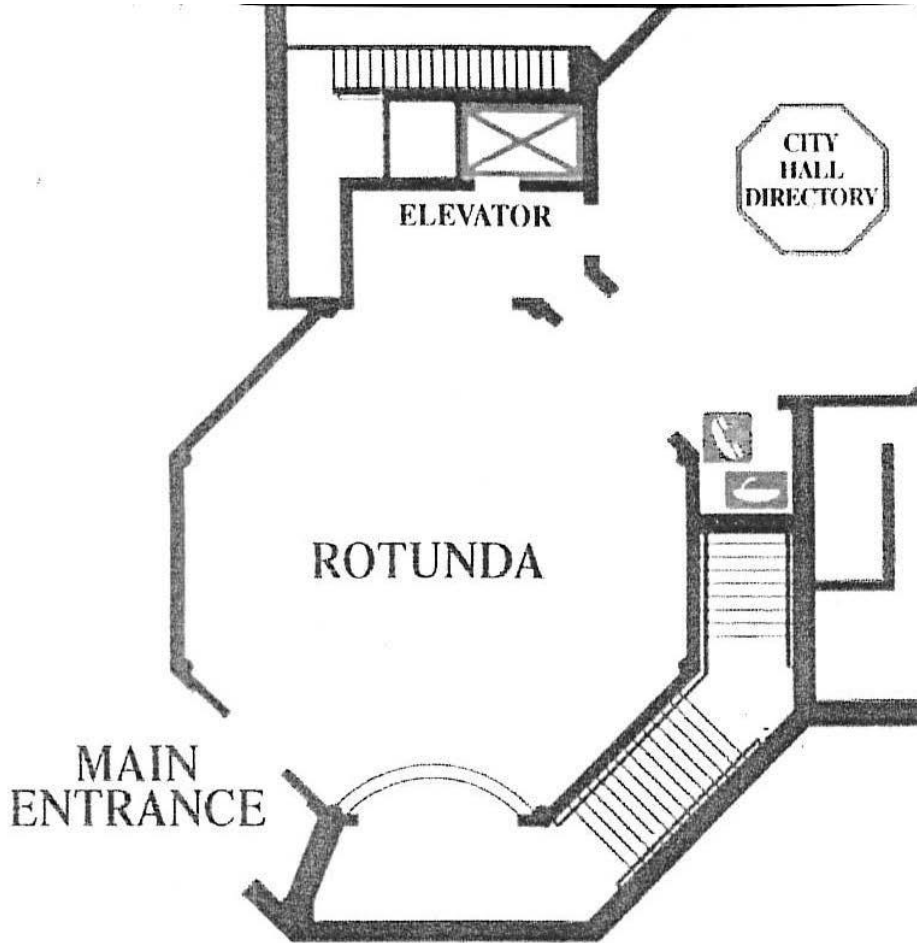
Food and beverage are allowed in the Atrium Conference Room, Plaza Conference Room, and Rotunda/Atrium areas but not the Council Chambers. Food preparation on-site is not allowed. Food prepared off-site and brought in to be served (catered) is permissible; however, if such foods are to be served to the 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.

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.

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.

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

**ATTACHMENT 1  
Rotunda Map**



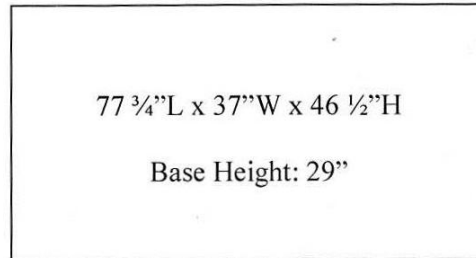
- X Art Panels**
- O Display Cases**

**ATTACHMENT 2**  
**Display Case Information**

**City of Mountain View Display Cases**  
**Sizes & Inventory**

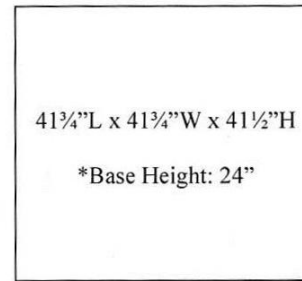
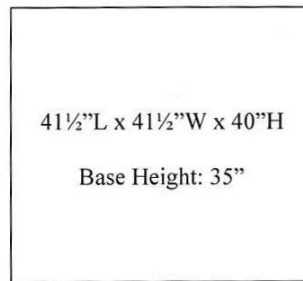
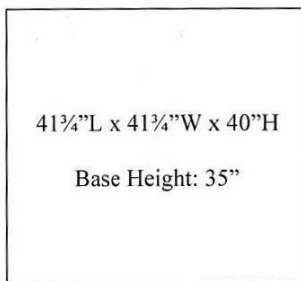
---

One Large Display Case:

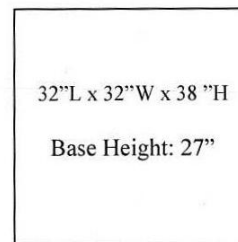
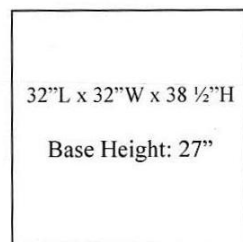


Three Medium Display Cases:

**\*Please note that one of the medium cases has a lower base height of 24" only.**



Two Small Display Cases:



All bases are measured from ground level to tabletop.  
Please note that all exhibition objects must be at least 18" (1.5 feet) shorter than the heights of the display cases. This is to allow our staff to place the case tops back on the bases safely and to minimize the potential of knocking down the exhibition items.