

Room Reservation Form

520 E. Cascade Avenue | PO Box 39 - Sisters, Or 97759 | ph. (541) 549-6022 | www.ci.sisters.or.us



We are happy to allow your non-profit or civic organization use of City Hall and ask that you comply with the following rules in order that we may continue to provide this space free of charge to all users:

1. The primary use of City Hall is to provide City services. As such, while all efforts will be made to honor your reservation, the City reserves the right to refuse and/or cancel with or without adequate notice any and all reservations for any City business.
2. Please remember this is our work place and keep your voices at an appropriate level so staff can perform their jobs. This is especially critical when attendees are in the lobby.
3. Please plan ahead and bring sufficient document copies, food related supplies and office supplies you may need. The City will not provide these items.
4. Reservations should be made at least one week in advance with the front desk receptionist or by calling City Hall at 541-549-6022 and speaking with the front desk receptionist or City Recorder. At that time you must provide the name of the organization, person responsible and contact information. A signed copy of this agreement must be received in order to finalize the reservation.
5. It will be the responsibility of the organization to make arrangements for a front door key if the event takes place outside of normal business hours.
6. The City has limited equipment it can provide for your organization's use. Any damages or loss of City owned equipment will be charged to your organization.
7. Repositioning of table and chairs is allowed but the room must be returned to its original position prior to leaving. Items removed from the storage closet in the Council Chamber must be returned to the storage closet.
8. Clean-up of any space used is mandatory. All papers, food and garbage must be removed prior to leaving. There is a dumpster at the far end of the City Hall parking lot in the fenced areas you may use for disposing of items. A spray bottle of universal cleaner and paper towels are located in the storage closet for cleaning tables. Any space used should be left in the same condition as when you arrived. Any damage to carpet or furnishings will be charged to your organization.
9. The organization is responsible for ensuring the building is locked and secured if the meeting occurs after normal business hours.
10. Alcohol, tobacco and smoking are prohibited at all times.
11. Failure to comply with these guideline and regulations will result in loss of privileges for future use of the Council Chamber by your organization.

I have read and agree to the above guidelines and regulations:

Name of Organization

Date

Printed Name

Signature

Address

Phone number