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Email: utilities@cityofspringboro.com

Springboro Community Room RESERVATION FORM

Group	Group Size		(Maximum Group Size: 50)		
Contact	(Must be a Springboro resident)		City	State	Zip
Address			Springboro	OH	45066
	Home: Work: Cell:	E-mail: Fax:			

AVAILABILITY:	Days Evenings Weekends	Monday-Friday (except Wednesday) Monday-Friday (except the first and third Thursday) Saturday-Sunday	9:00a.m. - 3:00p.m. 5:00p.m. - 10:00p.m. 9:00a.m. - 10:00p.m.	Start	End
Reservation Date:	Day of the week: Time:				
Purpose:					
Description/Special Needs:					
Use of audio visual (A/V) equipment is NOT permitted, unless written approval is granted on application. Please check all that apply. Note that A/V assistance is not available on evenings or weekends. Please have a backup plan should issues arise.					
Projector	TVs	Podium	Tables	Kitchen	
<p>I have received and will comply with the Springboro Community Room Usage Policy. USERS MUST CONTACT THE CUSTOMER SERVICE STAFF IN THE POLICE DEPARTMENT AT THE CONCLUSION OF THEIR EVENT / MEETING TO INSURE THE ROOM IS PROPERLY LOCKED AND IN THE CONDITION IN WHICH IT WAS FOUND. FAILURE TO DO SO WILL RESULT IN A TERMINATION OF ANY FUTURE RESERVATIONS.</p>					
Signature/Date:					

	FOR OFFICE USE ONLY	
Approved/ Date:		

Springboro Community Room Usage Policy

Purpose

1. The Community Room of the City of Springboro City Building is available for public gatherings of Springboro affiliated non-profit groups when the room is not being used for City-related activities. Use of the Community Room must take place in a responsible manner, without interference to City activities or operations. A maximum of ONE meeting per month may be scheduled by any individual group unless special authorization granted.

Use

1. Community Room Hours: 9 a.m.-3 p.m., Monday-Friday (except Wednesday); and 5 p.m.-10 p.m. Monday-Friday, 9 a.m.-10 p.m. Saturday and Sunday. All events MUST be concluded by 10 p.m., regardless of the day.
2. Community Room usage is limited to Springboro affiliated non-profit groups only.
3. Meetings planned by a company or individual to promote, advertise or lead to the sale of a product or service are not permitted.
4. No one under the age of 21 is permitted to reserve the Community Room.
5. The Community Room occupancy is limited to a maximum of 50 people.
6. Private social events such as family reunions or wedding receptions are NOT permitted.
7. Religious and partisan political activities are NOT permitted.
8. The City reserves the right to review any or all applications and may require sufficient time to make proper investigation before gaining approval. Special use of the Community Room can be approved at the sole discretion of the City Manager.
9. Use of the kitchen and/or A/V equipment must be requested on the City application form at time of application.

Fees and Liabilities

1. The City charges no fee for use of the Community Room.
2. Groups shall forfeit any future use of the Community Room if they cause damage to, or loss of City property or the room is not left in the condition in which it was found.
3. The City is not liable for injuries to people or damage to property of organizations using the Community Room.

Guidelines for Meeting Room Use.

1. Use of the Community Room must be contained to the room; the common areas are only to be used to enter/exit the building or access the public restrooms.
2. The Community Room must be left free of crumbs, waste, etc. A vacuum cleaner and cleaning supplies are available.
3. Each group using the Community Room is responsible for setting up the room and returning it to its original condition. The room contains 8 round tables, 3 rectangular tables and 50 chairs. City staff WILL NOT set up or take down chairs or tables and the City WILL NOT supply more, or permit more to be brought in.
4. Use of audio visual (A/V) equipment is NOT permitted, unless written approval is granted on application.
5. The City is unable to provide storage space for groups using the Community Room; therefore, any food, beverages or personal items left in the room on the day following a meeting will be discarded.
6. Users must contact customer service in the police department at the conclusion of their event/meeting to insure the room is properly locked and in the condition in which it was found. Failure to do so will result in a termination of any future reservations.

Reservations and Cancellations

2. An application for the use of the Community Room must be completed and signed by a representative of the group, who must be a Springboro Resident, and approved by the City before use of the room begins.
3. Reservations for the use of the Community Room must be made **no less than two (2) weeks in advance**. However, if the use of the room is to be during the work day (i.e. 9 a.m.-3 p.m.), the reservation must be **made two (2) months in advance**.
4. A maximum of ONE meeting per month may be scheduled by any individual group unless special authorization granted.
5. Requests will be considered on a first come, first served basis. The City will begin taking reservations the second week of January of that year.
6. Applicants will receive a confirmation verifying date, time and acceptance or denial of request.
7. **The City reserves the right to cancel prior Community Room reservations without notice in the event of emergency.**
8. The City should be notified as soon as possible if a meeting scheduled for the Community Room has been cancelled. Please call 937-748-4343 during regular business hours or after business hours call Police Dispatch at 937-748-0611 to cancel a reservation.

Publicity

1. The name, address, phone number or website of the City of Springboro may not be used as the official address, headquarters or identifier of an organization.
2. The use of the Community Room shall not be publicized in such a way as to imply City sponsorship of the group's activities.