



**EAGLE CITY HALL**  
Meeting Room Reservation Form  
660 E. Civic Lane / P.O. Box 1520  
Eagle, ID 83616

**MEETING DATE:** \_\_\_\_\_

**TIME RESERVATION BEGINS:** \_\_\_\_\_ **ENDS:** \_\_\_\_\_

**ROOM REQUESTED:**  
(Freedom Room or Council Chamber) \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**SPONSORING ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**CONTACT PHONE #:** \_\_\_\_\_

**MEETING PURPOSE:** \_\_\_\_\_

**EXPECTED ATTENDANCE:** \_\_\_\_\_

Rooms are available Monday through Friday, between the hours of 5:00 p.m. and 10:00 p.m. The building must be vacated no later than 10:00 p.m. Weekend reservations are not permitted.

**NON-REFUNDABLE FEES:**    ½ day (4 hours)    \$50.00 per room  
   Full day (8 hours) \$100.00 per room  
   Additional \$25.00 if food is to be served/consumed.

Reservation fees will be waived for youth groups and school groups, but a cleaning fee will still be required if food is served. Food may only be served and consumed in the main lobby of City Hall. Food is not allowed in Council Chambers or the Conference Room.

**In consideration of the City's approval of the foregoing reservation request, the Organization acknowledges and agrees to the following:**

1. That they have been provided with a copy of the City of Eagle Meeting Room Use Policy, and agree to adhere to the policies and regulations contained therein.
2. That the Organization will be using the meeting room and related facilities at its own risk, and that the City assumes no liability for any equipment, automobiles, or other personal property placed on Eagle City property by the Organization, or any of its members, officers, agents, guests, or invitees.
3. The Organization shall indemnify, and hold the City of Eagle harmless from, any and all claims, causes for action or liability for any death, personal injury or property damage resulting from, or in any way connected with, the use of Eagle City property, including without limitation, the meeting room(s) and parking areas by the Organization, or any of its members, officers, directors, employees, agents, guests, or invitees.
4. The Organization agrees to promptly pay for any damages to, or destruction of, any property of Eagle City Hall resulting directly or indirectly from the conduct of the Organization, or any of its members, officers, directors, employees, agents, guests, or invitees, during, or as a result of, the proposed use of the conference room.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_



**Eagle City Hall  
Meeting Room Use Policy  
660 E. Civic Lane  
Eagle, Idaho 83616**

The City of Eagle will make Meeting Rooms available to the public as set forth by this policy:

The meetings rooms are available, for a fee, for use by the public subject to the following regulations.

1. The meeting rooms are available for use Monday thru Friday between the hours of 5:00 p.m. and 10:00 p.m. The building must be vacated by 10:00 p.m. ***No exceptions.***
2. Municipal meetings and municipally sponsored activities have priority. In the case of emergency municipal meetings, individuals having reservations shall be given a minimum of 24-hours notice of the cancellation of their reservation and all fees will be refunded.
3. The meeting room may be used by non-profit organizations of an educational, cultural, civic or charitable nature. Proof of non-profit status is required at time of application.

Reservation fees will be waived for youth groups and school groups, but a cleaning fee will still be required if food is served. (Organizations comprised of minors must book the room via an adult, who must sign the reservation form and remain present throughout meetings.)

Developers that are required to hold neighborhood meetings may reserve the meeting rooms (reservation fees are applicable). Other uses may be approved by the Mayor, City Council and Department Heads.

4. If City sponsored for-profit events are held, a portion of the proceeds must be dedicated to the event sponsor of the City, and reservation fees are to be collected from the organization.
5. Reservations may be made up to three months in advance and organizations are encouraged to make reservations as soon as possible. The reservation process includes the completion of an application form and payment of fees. No organization may book the room for more than *one event* per month. The City allows recurring bookings (i.e., on the same day and time) up to three months in advance.
6. No booking organization, except for those appointed by the City Council, may charge admission, sell products, take donations, or solicit funds on the City Hall site. No use may be made of the room for private or family events, including receptions, birthdays, weddings, retirement parties, or memorial services. The meeting rooms cannot be used by any political organization for fundraising activities or commercial use.
7. No smoking, alcoholic beverages, guns, weapons, flammable, toxic, hazardous materials or illegal substances are allowed on premises. Failure by the booking organization or its individual members to obey any city employee or representative regarding issues of policy or public safety will result in suspension of booking privileges.



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8. Booking organizations not affiliated with the City are prohibited from issuing publicity for any meeting that states or implies City sponsorship. Neither the name nor the address of the Eagle City Hall may be used as the official address/headquarters for any organization.
9. Meeting room equipment and facilities are the responsibility of the person named on the reservation as "Contact."
  - a. Each group is responsible for cleaning up and putting away tables and chairs.
  - b. The meeting room must be cleared of all items such as boxes, brochures, projectors, displays, etc. at the end of the meeting;
  - c. No materials may be tacked, glued, stapled, or taped to walls, doors, or windows of the room;
  - d. Use of City owned audio/visual equipment is not included in the room rental.
10. In consideration for the use of the meeting room, users agree to:
  - a. Pay for all damages to any property of the City of Eagle resulting directly or indirectly from the conduct of any member, officer, employee, agent, or guest of the group;
  - b. Hold harmless the City of Eagle from and against any and all liability which may be imposed upon them or either of them for any injury to persons or property caused by the organization or any person connected with the meeting.
11. The City of Eagle assumes no responsibility whatsoever for any property placed in the meeting rooms in connection with a meeting; and the City of Eagle is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.
12. Refunds will be made only if the reservation is cancelled at least 48-hours prior to the scheduled use.
13. This policy is subject to amendment at any time by the Eagle City Council.