



City of Dillingham
FACILITY USE AGREEMENT
COUNCIL CHAMBERS

Business Name / Agency

Event Coordinator

Date of Event

Time of Event

AM / PM

Contact Phone Number

Mailing Address

FAX Number

Event Description

Room Capacity 34

\$100 per day

___ Cash ___ Check ___ Direct Billing ___ VISA ___ MasterCard ___ Other

Card # _____ Security Code _____ EXP _____

Name on Card _____

If facility is not left clean, extra charges will apply and future facility use could be denied.

Facility Use Rules

- Event sponsor shall clean facility after use, i.e.: clean coffee pot, dump trash, etc.
- All City equipment and furniture shall be returned to the way it was found (For example – arrangement of chairs in Council Chamber, lights turned off, exterior door closed firmly and locked)
- Event sponsor shall bring own supplies and materials, including coffee, beverages, snacks etc.
- The City will NOT entertain requests for photocopying, faxing, or taking phone calls/messages for event participants.
- Local phone service provided, a calling card is needed for long distance.
- If the facility is reserved for use after 5 PM or before 8 AM during weekdays, and/ or on weekends, then the event coordinator shall sign-out a key from the City Manager’s Office. If the key is lost or damaged, the event sponsor will be charged \$150, plus any additional costs related to replacing keys or changing locks.

Do you need to sign out a key? Yes No If yes, please sign out key from City Manager’s Office.

The City Council, Planning Commission, and City School District have precedence in use of the Council Chambers. The City Manager is at liberty to resolve scheduling conflicts should one arise.

The Undersigned agrees to abide by the conditions set forth in this agreement.

Signature

Date

City Manager’s Office 141 Main Street • P.O Bow 889 • Dillingham, Alaska 99576 •
Phone: 907.842.5211 • FAX: 907.842.2060 • www.dillinghamak.us