



City of Okanogan
PO Box 752
120 3rd Avenue North
Okanogan, WA 98840
509-422-3600

COUNCIL CHAMBERS USE POLICY

It is the objective to make the Okanogan Council Chambers available within the law and the policies of the City for the benefit of all groups or persons represented within the City of Okanogan service area.

Rules are as follows:

- Prior to using the Council Chambers, this agreement must be signed by the person responsible for the meeting and turned into the City Clerk's office.
- A fee of \$30 NONREFUNDABLE must be paid before use. This fee may be waived by the Mayor or City Clerk
- No smoking will be allowed in City Hall Building.
- The Council Chambers will be expected to be left in the condition and arrangement it was found.
- A key will be available, to the person responsible the day of the meeting (if necessary) and is to be returned in the drop box outside City Hall following the meeting.
- All lights must be turned off and the front doors locked properly.
- Nothing can be attached to the walls.
- No religious affiliated or politically sensitive organizations/activities or any activity of questionable legal foundation.
- No fundraising events or events charging admission.
- All meetings must be scheduled through the City Clerk's office prior to the meeting. We encourage you to do this as soon as possible.
- The attendance must not exceed the room capacity, which is 53 for daytime use and 133 for nighttime use. Seating is provided for 44 persons.

Please complete the information below. Your signature indicates acceptance of the rules stated above.

Date Requested:_____ Time Requested:_____

Organization:_____

Person Responsible:_____

Address:_____

Phone Number:_____

Email Address:_____

Signature of Person Responsible:_____