APPLICATION FOR USE OF THE CITY COMMISSION CHAMBER ROOM 315 OF CITY HALL BUILDING
(Must be submitted 30 days prior to event and is subject to approval by the City Commission)

Office of the City Clerk
City of Royal Oak
211 Williams Street
248-246-3050

DATE _____

Name of Organization
_____

Address _____ Telephone _____

_____

Name of Person Applying
_____

Address _____ Telephone _____

_____

Date Requested _____ Hours of Use (from) _____(to)_____ Est. # of people attending_____

Nature of Meeting and Relation to the Public Interest:

_____

_____

Approximate Percentage of Members of Organization Living in Royal Oak _____%
(Note: City may require presentation of current membership list if deemed necessary to determine percentage above).

Attach a sheet listing the names and addresses of Royal Oak residents serving as co-sponsors of meeting, each to be 18 years of age or older.

NOTE: IT MUST BE UNDERSTOOD THAT ANY PERMISSION TO USE THE CITY COMMISSION ROOM GRANTED BY ACTION OF THE CITY COMMISSION DOES NOT CONSTITUTE APPROVAL BY THE COMMISSION OF THE POSITION, POLICIES OR ACTIONS TAKEN BY THE ORGANIZATION MAKING USE OF THE ROOM.

Any newspaper advertisements or other advertisements prepared by your organization to advertise your groups' meeting in the Commission Room must include that statement as worded above.
FAILURE TO DO SO MAY RESULT IN CANCELLATION OF THIS ROOM USE PERMIT.

This portion to be completed by City Clerk's Office

Minimum Payment for Building Use and Custodial Charge: $_____

Amount Paid $_____ Check No. _____ Cash _____

☐ Insurance Certificate ☐ List of 5 Royal Oak Co-Sponsors ☐ Signed Hold Harmless Statement (reverse side)

Action taken by City Commission: _____

CITY COMISSION CHAMBER RENTAL CHARGE

Length of use	Door man	Use of room charge	Total
One hour or less	$11.00	$100.00	$111.00
More than one hour but less than two hours	$22.00	$100.00	$122.00
More than two Hours but less Than three hours	$33.00	$100.00	$133.00
More than three Hours but less Than four hours	$44.00	$135.00	$181.00
More than four Hours but less Than five hours	$55.00	$170.00	$225.00

*Must be prepaid at the time the application is submitted to the City Clerk's Office.

HOLD HARMLESS STATEMENT

To the fullest extent permitted by law, _____, agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Royal Oak, its elected and appointed officials, employees and volunteers, and others working on behalf of the City of Royal Oak, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Royal Oak, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected with the use of the City Commission Chambers.

_____

Signature Date

REGULATIONS FOR USE OF THE CITY COMMISSION CHAMBERS

1. An application for the use of the City Commission Chambers (Room 315) on a specific date shall be submitted to the City Clerk's Office a minimum of thirty (30) days prior to the date the room use is to be used.

2. The application shall, at a minimum, contain the following information:

   a. The name of the organization seeking to use the room.

   b. The name of the person making the application.

   c. Contact information, including business and residence addresses and telephone numbers.

   d. The date requested.

   e. The time requested.

   f. The estimated number of people attending.

   g. The nature of the meeting and its relation to the public interest.

   h. The approximate percentage of members of the organization who are Royal Oak residents.

   i. A list containing the names, address and signatures of those members of the organization who are 18 years of age or older who are Royal Oak residents and will serve as sponsors of the meeting. A minimum of 5 sponsors is recommended.

3. At the time the application is filed, the application must be accompanied by a certificate of commercial general liability insurance issued in the name of the organization by an insurer licensed to produce insurance in the State of Michigan and acceptable to the City, with coverage of not less than one million ($1,000,000) dollars combined single limit liability. Umbrella coverage in the amount of one million dollars ($1,000,000.00) may also be used if the general liability coverage is less than one million dollars ($1,000,000.00). The additional insured on the certificate shall read as follows:

   > "City of Royal Oak, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers."

   The cancellation notice on the certificate shall read as follows:

   > "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."

4. The applicant must also be accompanied by a signed statement that, to the fullest extent permitted by law, the organization will defend, pay on behalf of, indemnify, and hold harmless the City, its elected and

appointed officials, employees and volunteers, and others working on behalf of the City against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is any way connected with the use of the City Commission Chambers.

5. The application must also be accompanied by an estimated rental charge in an amount to be set by resolution of the City Commission. The rental charge shall be based upon the amount of time that the room is to be used, and shall include a charge for the cost of a building attendant who will be responsible for opening City Hall prior to the meeting, being in attendance during the time that City Hall is being used, and closing and securing City Hall after all those attending the meeting have left City Hall. The application must include acknowledgement that the actual rental charge may exceed the estimated rental charge, and that if the actual charge exceeds the estimated charge, the applicant will make payment in full within seven (7) days of notice from the City.

6. When the City Clerk determines that the application is complete, the application shall be submitted to the City Commission at its next regularly scheduled meeting for review and action.

7. In the event that the application is denied, or that the Commission Chambers are not used for as long as of a period of time as estimated at the time of application, the balance of the rental charge submitted at the time of application shall be refunded to the applicant.