

*John Sayers, Mayor
Penny Jo Haney, City Clerk*



City of Napavine
City of Lights
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NAPAVINE CITY HALL RENTAL AGREEMENT

The main room at the city hall is available to some specific groups for use. Certain restrictions apply.

Anyone using the building must keep in mind that this facility's main function is to provide a meeting place to conduct city business. No activity may interfere with this in any way.

Activity shall be restricted to the main room with access to the sink area and bathrooms. There is no phone available for public use.

City hall has no janitorial service, which employees do their best to keep the hall clean. We cannot guarantee that the hall will always be clean at time of renting city hall. No vacuum cleaner is made available to the public for use while renting city hall. If you wish to vacuum we suggest that you bring your own vacuum cleaner. Those using the facility are expected to clean and return table and chairs to their original places.

The fee for renting city hall is \$10.00 for the room. If you wish to use the coffee making equipment there is an additional \$10.00 fee. These fees are non-refundable.

All groups must inform their attendees that there is absolutely no smoking or alcohol in the building. Smoking is allowed 25' from the front entrance of the building in the designated smoking area.

Person requesting use: _____ Phone: _____

Address: _____

Group requesting use: _____

Description of activities: _____

Time begins: _____ Time end: _____ Date: _____

I have read the above and agree to abide by the rules.

Signature

Authorized Signature