

CONFERENCE ROOM USE POLICY

The City of Vermillion offers two conference rooms for use by community organizations, clubs, and public and private boards that wish to conduct meetings, conferences, or training sessions. Both rooms are located on the second floor and are accessible via the central staircase or the elevator. The large room seats 24 and the small room seats 14.

ROOM RESERVATION

First priority for use of both rooms will at all times be given to the City of Vermillion. After those needs are met, the rooms may be reserved on a first-come-first-served basis including institutions, groups, organizations and corporations. **All events are subject to mandatory rescheduling should a room be needed for City use, regardless of how long a room has been reserved. If the circumstances prohibit an event from being rescheduled, any deposits will be returned.**

A Conference Room Use Application must be filled out and returned to the City at least one week prior to the scheduled event. A tentative hold may be placed on a conference room, and will be considered confirmed when a completed application form, and damage deposit if required, is received by the City. Recurring events may only be scheduled within a 90-day period and are subject to mandatory rescheduling.

An application form is available at City Hall, or call (605) 677-7050. Applications for use of the conference rooms will be accepted only on the City form. City Hall office hours are Monday through Friday 8:00 AM – 5:00 PM, during which time keys may be picked up prior to the event. Keys may be picked up no sooner than 48 hours before an event and must be returned the following business day after the event has concluded.

If another request is received for the room on which there is a tentative hold, the City will contact the original client to confirm the hold before releasing it to a new client.

EXCLUSIONS

The conference rooms in City Hall are designed for meetings and conferences. To that end, the rooms may **not** be used for the following activities:

- Crafts, painting, stamping, scrap-booking, quilting or similar activities.
- The sale, display or solicitation of products or services.
- Wedding and anniversary receptions.
- Graduation parties.
- Birthday parties.
- Banquets.
- Other events deemed inappropriate by the City Manager.

AUDIOVISUAL EQUIPMENT

The City of Vermillion also has audiovisual equipment that may be used in the large conference room. Requests must be made at the time the room is scheduled. Individuals and groups using audiovisual equipment are held liable for the equipment and will be charged for necessary repairs should anything be damaged during an event. City staff will examine all equipment prior to and after each event to ensure that it is in working order.

Available Audio Visual Equipment: projection screen, projector, and SmartBoard (Note: the ceiling mounted projector may not be used for the drop-down projection screen and is used exclusively with the SmartBoard). The City does not provide laptop computers or internet access for non-City meetings.

NOTICE OF CANCELLATION

Please notify the City as soon as possible in the event of a cancellation.

USE OF ROOM

The conference rooms are available Monday through Friday from 7:00 AM to 9:00 PM. Both rooms have a three (3) hour time limit. Weekend use will be considered on a case-by-case basis and will require special permission from the City Manager.

The rooms are self-service– that is, renters are responsible for setting up the room and returning the room to its original appearance. Anyone using the conference rooms will be held responsible for any and all damages caused to the premises beyond normal wear and tear. The conference rooms should be left in the same condition as they were found. With that in mind, the following rules apply to all groups wishing to use a conference room:

- ❑ Nothing may be taped, stapled, glued, or otherwise attached to any surface in the room, either temporarily or permanently.
- ❑ All food containers must be removed from the building. If food is to be served, prior approval of the City is required. A damage deposit in the amount of \$100 is required if food is to be served, which will be returned once the event concludes without incident.
- ❑ All chairs and tables are to be returned to their original arrangement.
- ❑ All equipment is to be turned off.
- ❑ Disposal of refuse is the responsibility of the user and must be removed from City Hall premises.
- ❑ Check restrooms on both floors to make sure they are unoccupied and in good condition.
- ❑ Turn off all lights in the conference rooms and in the hallway. **Due to the set-up of the lighting system, some lights will remain on. Please ask the person accepting your application form to explain the lighting to you. **
- ❑ Check the northwest stairwell to ensure it is vacant.
- ❑ Ensure all doors are locked and place the key in the overnight payment drop box.
- ❑ A parent or guardian must supervise children at all times. There are several places for children to get lost or injured if left unsupervised. The City of Vermillion is not liable for any injuries or falls.
- ❑ The elevators are not toys and are meant to transport persons from floor to floor. Please do not let children play in the elevators.

SMOKING AND ALCOHOLIC BEVERAGES

Alcoholic beverages and smoking are prohibited on City Hall property.

PERSONAL PROPERTY

Any personal or group equipment, supplies, or materials left in the board rooms will be the responsibility of the group reserving the room. The City assumes no responsibility for any loss or damage to personal property.

CONTACT PERSON

Each group must designate a contact person at the time of the reservation that will be responsible for the use of the room(s).

The Contact Person must be present throughout the use of the facility and will be the only person authorized to make changes in the arrangements, unless otherwise agreed.

PUBLICIZING YOUR EVENT

Use of the conference rooms does not constitute co-sponsorship of your event by the City. The City does not publicize non-government related events. Signs and posters advertising events are prohibited, however, directional signs showing people where to go are allowed with prior approval of the City.

PARKING

Limited parking is available in the west City Hall lot.

INSURANCE

To the full extent permitted by law, the applicant hereby agrees to save and indemnify and keep harmless the City of Vermillion, its officers, agents and employees against all liability, claims, judgments or demands or damages to persons or property brought by the said agents, employees and attendees of said applicant for any alleged negligence or condition, caused or created, in whole or in part, by the City of Vermillion or the applicant; and the said applicant will defend any and all suits which may be brought against the City of Vermillion in connection therewith and will make good to, and reimburse the City of Vermillion for any expenditures, including reasonable attorneys' fees, which said City of Vermillion may make by reason of such accidents or incidents.

CITY HALL CONFERENCE ROOM USE APPLICATION
CITY OF VERMILLION, SOUTH DAKOTA
25 Center Street, Vermillion, SD 57069, phone 605-677-7056, fax 605-677-5461

Please print legibly in ink

Primary Contact: _____

Local Address: _____
Street City State Zip

Home Phone No. (_____) _____ Cell Phone No. (_____) _____

Company/Group: _____

Address: _____
Street City State Zip

Room being reserved: ___ Large Conference Room (Seats 24) ___ Small Conference Room (Seats 14)

Date room will be used: ___/___/_____ from _____ am/pm to _____ am/pm

No. of attendees: _____

Will food be served? ___ Yes ___ No

Technology needed: ___ Projection Screen ___ Projector ___ SmartBoard

Please provide a description of your event for which a conference room is needed (Attach additional sheets if necessary):

I have read and fully subscribe to the terms of the **Conference Room Use Policy**.

Signature of Primary Contact

Date

FOR OFFICE USE ONLY

Date Application approved by City Manager: _____

Date Application denied by City Manager: _____

Deposit Received: \$ _____

Reasons for denial: _____

City Manager