



CITY OF PORTSMOUTH, NEW HAMPSHIRE

ROOM RESERVATION - CONFERENCE ROOM A

INSTRUCTIONS: Please print or type all required information clearly. Incomplete applications will not be accepted. This application will be considered based upon City Council Policy #03-2018 dated May 21, 2018.

APPLICANT INFORMATION

Name: _____ Organization: _____

Address: _____ City/State/Zip: _____

Daytime Telephone: _____ Evening Telephone: _____

E-Mail Address: _____

RESERVATION INFORMATION: CONFERENCE ROOM A

Meeting Date(s): _____ Meeting Time(s): _____ Number Attending: _____

CERTIFICATION

I, the undersigned, hereby acknowledge and will comply with City Council Policy #03-2018 (see reverse side of document) as well as the following:

- I understand that my reservation may be cancelled at any time as City staff, boards, and activities have priority to use these rooms.
- No smoking or alcoholic beverages are allowed inside City Hall.
- Food and/or beverage use is only authorized under the required approval process. You are responsible for cleanup and removal of leftover food and beverage debris.
- By signing this form, you are hereby liable for any and all costs associated with the cleaning of the room and any damages to City property.

Signature: _____ Date: _____

Approved by: _____ Date: _____

USE OF CITY HALL CONFERENCE ROOMS

CITY COUNCIL POLICY: #03-2018

Except as noted below the City Hall Conference rooms are non-public-fora. The fundamental purpose of these rooms is to implement the work of the City of Portsmouth government and to the extent relevant, the governmental work of the State and the Federal Government.

Government related activities, committees or non-profit organizations which are affiliated with the City are permitted. Although these activities will typically be Portsmouth based, they may include regional or statewide groups if they have a tangible connection with municipal government.

City Council and City staff usage have priority – the City reserves the right to cancel use by outside groups if the City Council or staff have an unanticipated need for facilities.

No other use is permitted.

Conference Room A:

During regular daytime business hours, Conference Room A may be used by any Portsmouth cultural, civic, educational, or non-profit group or organization.

The use of this room shall be subject to the following time, place and manner restrictions:

- City departments have scheduling priority
- Reservations cannot be made more than 30 days in advance
- Users are limited to 8 reservations per year
- 8 a.m. to 9 p.m. Monday - Thursday, 8 a.m. to 1 p.m. Friday
- Audio-visual equipment will not be provided by the City
- No fees can be charged by the user unless the event is sponsored by the City
- Use of the room shall be free, but a deposit for custodial, maintenance or other City expenses, or as a security deposit, may be required
- Scheduling may be coordinated with the library, which also has available public conference rooms.

Custodial activities are limited to set up only; special requests for audio/visual equipment should be made well in advance of scheduled meetings. The availability of equipment is dependent on the needs of City Council and staff.

User is to contact the City Clerk's Office to determine availability of room and to reserve space. The user shall provide the City Clerk with the name and telephone number of a contact person.

Adopted by the Portsmouth City Council on: May 21, 2018

Kelli L. Barnaby, MMC, CMC, CNHMC
City Clerk