



City of Okanogan  
PO Box 752  
120 3<sup>rd</sup> 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. Obviously, there must be some rules and limitations to protect those using it, to make it available to the people in the most convenient manner and to maintain it properly.

*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 \$25 must be paid before use.
- The City of Okanogan will provide no service or equipment such as telephone, copy machine, overhead projector, etc.
- No food or drinks will be allowed in the Council Chambers.
- 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. No regularly scheduled meetings will be allowed.
- 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.

DATE NEEDED: \_\_\_\_\_ TIME NEEDED: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

PERSON RESPONSIBLE: \_\_\_\_\_

SIGNATURE OF PERSON RESPONSIBLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_