

CITY OF ESTACADA
REQUEST TO USE PUBLIC FACILITIES

City appointed/formed Committees/Commissions may fill out one blanket request to cover regular monthly meetings - all others must apply each time.

Date of Request: _____

Name of Organization/Event: _____

Date of Meeting/Event: _____

Hours Facilities Needed: _____

Location: _____

Estimated Number of Attendees: _____

Contact Name: _____

Contact Phone Number: _____

Signature: _____

Facility must be left neat and in the condition in which it was found. Council Chamber, front and back doors must be locked upon exiting. All lights must be turned off. Nothing may be attached to any wall surface without prior approval. All garbage must be removed and placed in the outside garbage area.

Be it further understood that the City of Estacada assumes absolutely no financial responsibility for any injury or accident, lawsuit, etc., that may occur during the user's tenure of grounds or facilities. It is agreed that the party or parties using the city facilities will indemnify and hold harmless the City of Estacada for any and all claims, losses, costs or damages arising out of the use of the building/facility. A certificate of insurance may be required.

City Hall is only available Monday-Friday during business hours unless other arrangements are made.

Office Use Only

Date Received: _____ Received By: _____

APPROVED BY: _____ Date Approved: _____

Access Arrangements: _____