

**CITY OF SAN BERNARDINO COUNCIL CHAMBERS USE PERMIT**

**City Manager's Office  
300 North "D" Street  
San Bernardino, CA 92418  
Phone (909) 384-5122 Fax (909) 384-5138**

Usage Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Insurance Certificate Required: Yes \_\_\_\_\_ Exempt \_\_\_\_\_

Organization Name: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time(s) \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Estimated No. of Attendees: \_\_\_\_\_

Reception Area Table Needed: yes \_\_\_\_\_ no \_\_\_\_\_

Recording Equipment Use Requested: yes \_\_\_\_\_ no \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**General Regulations**

1. An administrative fee of \$300 (\$50 for governmental organizations) will be charged for usage during normal working hours of 7:30 a.m. to 5:30 p.m. An additional after hours fee of \$25 per hour will be charged from 5:30 p.m. to 11:00 p.m. There will be no charge to organizations whose events are sponsored by or connected to a City department or function.
2. No reservations will be accepted for Saturday, Sunday, holidays or any day City Hall is closed.
3. Evening use of the Chambers must conclude by 11:00 p.m. **There are no exceptions to this rule.**
4. All uses of this facility must comply with conditions outlined in Resolution 81-549, "Establishing Procedures and Fees for Use of Council Chambers by Non-City Related Organizations"; and in accordance with established policies of the Mayor and Common Council and the San Bernardino Municipal Code.
5. Non-City organizations are required to furnish Certificates of Liability Insurance in an amount not less than \$1 million with City named as additionally insured.
6. Eating and drinking are not permitted in the Council Chambers. The small conference room at the northwest corner of the Chambers may be utilized for this purpose. By prior arrangement with Facilities Management for table(s), the outside Chamber adjacent ante-room area may also be utilized as a reception area. City will not provide coffeemaker or supplies.
7. Other than above-mentioned tables, no City audio visual equipment (overheads, televisions, VCRs) is available for public use.
8. Sound recording equipment may be utilized by prior arrangement with the Council Office. Organization will provide their own 90 minute cassette tapes for this purpose.
9. Auditorium fixed seating for 152 persons is available. Standing room capacity is available on the sides and back of the Chambers. However, room capacity is determined by fire and safety regulations and may not be exceeded. Access to and from the Chambers may not be blocked.
10. City staff will not accept telephone messages for meeting attendees.
11. Any event may be pre-empted by the Mayor and Common Council if Chambers are necessary for City use with 48 hours advance notice.

I have read the above and agree to comply with all regulations.

White: City Manager  
Pink: Facilities Mgmt.  
Yellow: Council

Name \_\_\_\_\_ Date \_\_\_\_\_