

City of Colstrip
City Council Chambers Use Application Form

Please refer to City of Colstrip Policies for the Use of City Council Chambers.

Organization:

Contact Name:

Mailing Address:

Contact Phone Number:

Date(s)/Time(s) Requested:

Contact Cell Number:

Describe Purpose of Use:

Indemnification/Hold Harmless -The user of the City Council Chambers shall indemnify, hold harmless and defend the City of Colstrip against any and all claims at the users own expense arising from their use of the City Council Chambers.

Signed: _____

DENIED

Reason:

Printed Name:

Signature:

Title:

Date:

APPROVED

Printed Name:

Signature:

Title: City Clerk/Treasurer

Date:

CITY OF COLSTRIP

POLICIES FOR USE OF CITY COUNCIL CHAMBERS

General Purpose:

The City Council Chambers are reserved and designed primarily for meetings of the City Council and City Court of the City of Colstrip. The second purpose of this facility is for it to be multipurpose and available to the public. The availability to the public is without cost for usage and is not to be utilized for personal or private gain. As a general rule the use of the facility and those using it must respect the dignity and solemnity of its primary purpose. In compliance of both purposes the use of the facility for any meeting, group, organization, or individual for the purpose of furthering hate or hateful speech is not permitted. Finally, no individual or group using the space may discriminate on the basis of race, color, creed, gender, disability, or national origin.

Priority of Use:

- The City Council and City Court of the City of Colstrip has absolute priority for use of the Council Chambers. This includes, but is not limited to, regular council meetings and workshops, subcommittee meetings, meetings with the public, meetings with other governments or government agencies, and city court proceedings.
- The second priority is advisory boards, committees, and commissions that are a direct function of the government of the City of Colstrip or an agency of it. This includes, but is not limited to, Personnel Committee, Public Safety Committee, Public Works Committee, Planning Board, Tree Board, Zoning Commission, Crime Prevention Council meetings, employee trainings, or other government agencies.
- The third priority is groups, committees, or non-profit agencies with which the City has a sponsorship relationship such as the Chamber of Commerce.
- The fourth priority is other groups, classes, individuals, committees, weddings, receptions or churches in the community. Those that wish to use the space in this last category must secure the use of the space with a \$50.00 cleaning deposit. If the space is left in exactly the same condition in which it was found, the deposit will be returned.

General Regulations:

- Alcoholic beverages are prohibited on city property.
- The party using the Council Chambers is responsible for the set up of the area. Any furniture or other items that are moved must be returned to their original location at the conclusion of each and every use of the space.

- If beverages other than water are to be served in water coolers, trays need to be placed on the floor to catch any drips from the spigot to deter staining the carpet.
- The party using the Council Chamber needs to pick up and sign for the key to the building prior to 5:00 p.m. on the day the facility is to be used or the last workday of the week if the facility is used on the weekend.
- The party using the Council Chamber must make sure all entrances to city hall are locked and pulled securely shut. Keys need to be left in the “Payment” drop box located by the east double door entrance of city hall.