



Meeting Room Reservation Form & Use Agreement

Standard Setup: Please fill out this form electronically & Email it to roomres@sanjoseca.gov

Special Setup: Please fill out this form electronically & Email it to event.services@sanjoseca.gov Special setup requires Event Manager Approval. Fees apply. (Event Services phone: 535-1248.)

All applications should be submitted 30 days prior to meeting.

**Instructions: Please fill in all gray areas that apply to your event.
Yellow areas are for office use only.**

Applicant's Name _____ Date of Application _____

Organization (if applicable) _____ Home Phone _____

Address _____ Work Phone _____

_____ Cell Phone _____

Email _____ Fax # _____

City of San Jose Internal users please provide required VIS Code*: _____

Event Information			
Meeting or Event Title			
Date of Meeting or Event			M/D/YR
Department Requesting (internal users)			
Organization type <input type="checkbox"/> Non-profit (501c3) <input type="checkbox"/> Other	Will a fee be charged for the meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date of this request	M/D/YR		
Name of on site contact	Telephone ext.	Cell Phone	
Room Reserved	<input type="checkbox"/> W-118 <input type="checkbox"/> W-119 <input type="checkbox"/> W-120 Rooms may be joined to accommodate larger groups	<input type="checkbox"/> Council Chambers Max. Cap. 334 <input type="checkbox"/> Rotunda <input type="checkbox"/> Mezzanine	<input type="checkbox"/> Bamboo Courtyard <input type="checkbox"/> West Plaza <input type="checkbox"/> East Plaza Other:
Total Estimated Attendance	# _____ persons		
Is this a reoccurring meeting? If yes, how often?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly Other:		
If this is reoccurring, will the setup be the same each time?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Meeting/Event Schedule	(Security opening and HVAC Schedule)		
What time will you arrive for setup?	AM PM	City Hall Facilities are open 7:30am until 10:00pm, M-F excluding holidays.	
What time does the meeting/event begin?	AM PM		
What time will you vacate the meeting/event space?	AM PM		
Facility Setup (Not applicable to Council Chambers)			
Standard Setup: You may choose one of four room setups at no charge.	<input type="checkbox"/> Conference Style <input type="checkbox"/> "U" Shaped Conference See capacity chart on page 2.	<input type="checkbox"/> Classroom Style <input type="checkbox"/> Theater Style	Other ("Special") <input type="checkbox"/> Attach diagram
Set room for how many persons?	Total Estimated Attendance # _____ persons Set standard setup for # _____ # _____ of additional chairs along side of room.		
Special Setup Request	Please attach a separate diagram of setup requested along with VIS Code. Labor fees apply for special setups		
Head Tables	# _____ Maximum of 2 tables w/standard setup		
If you do not select a setup style the default setup will be best fit for the number of persons attending.			

Will there be refreshments? Light refreshments such as non-alcoholic beverages, cookies, donuts and bagels and/or brown bag lunches are permitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No Catered <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of caterer: Caterers must be certified prior to catering on premise. Please call extension 51248 for details. 2 Tables in back of room for refreshments (1 Table in Rm. 118) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Audiovisual		
Limited inventory of each type of equipment is available.	<input type="checkbox"/> Screen <input type="checkbox"/> LCD Projector <input type="checkbox"/> Document Camera <input type="checkbox"/> Large Podium <input type="checkbox"/> Small Podium <input type="checkbox"/> Wired microphones(s) # <input type="checkbox"/> Wireless lapel microphone(s) # <input type="checkbox"/> Wireless handheld # Other (Please indicate type of projection, i.e. PowerPoint, DVD, VHS):	
Electrical Needs		
Lights	Yes <input type="checkbox"/> Where?	
Extension cord	How many?	For what purpose?
Power strip	How many?	
Power installation	What kind?	How much?
Parking Validator	Have you requested a parking validator? <input type="checkbox"/> Yes To request a validator, email "NCH Security". The requester is responsible for the pickup and return of the validator at the CH Security Office. User will be charged posted rates for validated tickets.	
Security Instructions:		
HVAC Instructions:		
Other Notes:		

***A "No-Show" fee of \$80 will apply to all users failing to notify Room Reservations of a meeting cancellation 24 business hours in advance. To cancel reservations you must call 408-535-3500.**

Estimated Maximum Capacity: These numbers are guidelines only. Total event capacities will be determined by equipment required and event activities as outlined in the Facility Use Application.

Location	Setup Style					
	Conference	Conference "U"	Classroom	Theater	Dining	Standing**
Room 118	n/a	12 w/8 chairs at side	16	32	24	49
Room 119	24 w/16 chairs at side	18 w/16 chairs at side	24	58	48	100
Room 120	24 w/16 chairs at side	18 w/16 chairs at side	24	58	48	100
Room 118 & 119	36	34 w/24 chairs at side	42	84	72	149
Room 118,119,120	56	54 w/40 chairs at side	56	144	120	249
Council chambers	n/a	n/a	n/a	334	n/a	n/a
Mezzanine alone	n/a	n/a	n/a	100	110	166
Rotunda main floor	60	48	60	299*	400***	463
Rotunda w/ Mezzanine	n/a	n/a	n/a	n/a	510***	463

* Higher capacity may be setup with ganged chairs. Additional charge of \$2.00 per/chair applies for ganging chair according to Fire Regulations.

** This capacity is with no equipment on the floor, standing only.

*** This is for plated dinners, with no other equipment on floor.

SAVE HARMLESS AND INDEMNIFICATION AGREEMENT

Client agrees to defend, indemnify and hold harmless City, its officers, agents and employees from and against any and all claims, demands, causes of action, or liabilities incurred by City, its officers, agents or employees, arising from the Event or as a result of Client's acts or omissions under this Agreement or any act or omission of Client's officers, agents, employees, contractors (including independent contractors), registrants or other persons attending the Event with the express or implied permission or invitation of Client, except as may arise from the negligence or willful misconduct of City, its officers, agents, contractors or employees. In an action or claim against City in which Client is defending City, City shall have the right to approve legal counsel providing City's defense and such approval shall not be unreasonably withheld.

Client's obligations under this section shall survive expiration or earlier termination of this Agreement.

DATES AND VENUES ARE NOT RESERVED UNTIL THE MEETING APPLICATION IS APPROVED BY THE DIRECTOR OF GENERAL SERVICES. Upon notification of approval, and in order to secure its reservation date, User must pay to City the required security deposit and use fee, if applicable, within 24 hours of notification.

Signature of User's Authorized Representative

_____ Date _____
Name/Title

FOR OFFICE USE ONLY:

Approved By Deputy Director: _____ Date: _____

Room(s) Assigned: _____

CLASSIFICATION INFORMATION:

- Non-profit
- Community Group/Neighborhood Association
- Government agency
- Other

FEES:

Committee Rooms/Chambers

Hours Reserved _____ hrs @ \$ _____ /hr = \$ _____

A/V Support _____ hrs @ \$ _____ /hr = \$ _____

Gross Receipts (est.) _____ x 5/10% = \$ _____

Room Reconfiguration \$ _____

Cleaning/Damage Deposit \$ _____

Cancellation Charges \$ _____

Other: _____ \$ _____

TOTAL RENTAL FEES \$ _____

Damage Deposit Amount Preauthorized: \$ _____

Rules and Regulations

For Special Event Rules and Regulations please refer to your Facility Use Agreement.

Eligibility

1. Meeting rooms may be used by groups gathered to conduct organizational or program meetings, discussion groups, panels, conferences, seminars, study groups, planning sessions, and to discuss items of mutual interest or engage in professional development through learning activities.
2. The City reserves the right to refuse use of a room for any activity that is deemed in violation of federal, state or local laws, codes or ordinances or for demonstrated past failure of the user to comply with any of the stated rules and regulations.
3. Groups or individuals that have reserved meeting rooms in advance are subject to cancellation or changes to room assignments in the event rooms are needed for official City business. In such an event, every effort will be made to locate another meeting room for a displaced group and to notify user of a cancellation or room change at the earliest possible date.

Reservation Procedures

1. All room reservations require submission of a meeting reservation request form and use agreement. Forms can be obtained by calling 408-535-3500 or online at <http://dev.sanjoseca.gov/events/> and must be submitted to the Customer Service Call Center. Applicants must be 18 years of age or older.
2. The applicant will be notified within ten (10) days from the date of the application as to the approval or denial of the application.
3. Room reservations may be made up to 6 months in advance.
4. Use of the Facility for multiple meetings may be granted to the public for a period not to exceed three consecutive months, additional reservations can be made after the end of the three-month period.
5. Reservations must be made no later than 30 days prior to the meeting.
6. Cancellations must be made no less than 24 business hours prior to the meeting or a cancellation fee of \$80 will be charged to your VIS Code.

Fees and Deposits

1. Groups or individuals may use the Committee Rooms at no charge during the week (Mondays-Fridays, 8am-10pm), on an as-available basis. During the weekends (Saturdays and Sundays) and on Holidays, *all* uses other than for Official City Business, will incur a fee.
2. Where fees apply, the minimum charge is the fee equivalent to two hours use for meetings held Monday through Friday and the fee equivalent of four hours use for meetings held on weekends and Holidays.
3. Uses, other than for Official City Business, will incur a fee and other applicable charges for City services for use of the Council Chambers due to the complexity of the equipment and the audio visual system.
4. All groups claiming non-profit status are required to include a copy of their IRS determination with their application.
5. Any group making a reservation may be charged a cleaning and damage deposit within 24 hours of making the reservation request. Upon inspection by the City and approval of the condition of the room, the deposit will be refunded minus any additional clean-up costs. The City Manager may reduce or suspend collection of the deposit if the group has a history of using the meeting rooms and has consistently left the areas in good condition.
6. Where fees apply, full payment of the use fee must be made at the time of the request. If denied, all payments will be refunded. Reservations are not confirmed until full payment is made. A receipt for payment is the confirmation of booking.
7. A use fee and refundable security deposit is required for use of the catering pantry. Upon inspection by the City and approval of the condition of the pantry, the deposit will be refunded, minus any additional clean-up costs. The deposit will be fully refunded if the catering pantry is left clean, appliances and equipment are undamaged, and the pantry is vacated at the scheduled time.

Conditions of Use

1. Groups or individuals may use meeting rooms for the hours approved. All set-up and clean-up must be accomplished within the reserved time.
2. Light refreshments may be served during meetings with the exception of the Council Chambers. The group using the room must provide supplies and equipment for serving refreshments. The room must be cleaned and cleared of all items brought in before vacating.
3. The Council Chambers may only be used by public users under the supervision of City personnel.

4. Each Committee Room has a standard furniture configuration. The furniture may be rearranged, but must be returned to its original position.
5. Requests for additional City services and equipment must be made 5 business days in advance of the meeting.
6. After City Hall has been closed to the public, groups or individuals using meeting rooms are restricted to the meeting room and the designated corridors used to leave the building.
7. A/V equipment may be available from the City's portable pool under staff supervision. Equipment may only be reserved and operated by City personnel.
8. Pay public parking is provided on-site in the underground parking garage until 11:00 pm during the weekday evenings and is closed during the weekend.
9. Meeting room capacities must be observed at all times.

Prohibitions

1. Use of City meeting rooms must not interfere with the conduct of City business or be unduly disruptive to others present in the building.
2. Meeting rooms are not available for commercial activities unless otherwise authorized by appropriate permit, license, or agreement with the City.
3. Smoking or burning of items (incense, candles, etc.) is prohibited.
4. No signs, posters, displays, or decorations may be put up without permission of the General Services Director. Use of nails, screws, tape, staples, etc. on walls is prohibited.
5. Alcohol is not permitted in public meeting rooms unless authorized by appropriate permit.
6. All food and beverages consumed by the public are prohibited in the Council Chambers with the exception of water.
7. Permission to use a meeting room is not transferable from one individual or organization to another. The person signing the application will be held responsible for proper use of the room.
8. Failure to comply with any of the stated rules and regulations will result in the immediate cancellation of the reservation, and may lead to suspension of meeting room privileges.
9. Any activity in the meeting room that is deemed in violation of federal, state, or local laws, codes, or ordinances is prohibited.

Liability

1. All groups or individuals using meeting rooms must agree to indemnify, defend, and save harmless the City of San José, its Boards, its Commissions and their respective officers, agents, and employees from and against any and all claims, losses, injuries, suits or judgments arising from, or in connection with my/our meeting.
2. All groups or individuals may be required to obtain and maintain insurance, for use of the Council Chambers, against claims for injuries to persons or damage to property the may arise in connection with the event.
3. Groups or individuals are responsible for the cost of repairing damage to equipment, furniture, or the building caused by people in attendance at their meeting.