

Meeting Room Rules and Regulations

1. The meeting room may be used by Douglass Hills' residents only or for non-profit organizations approved by the mayor. There is a \$150.00 non-refundable charge for organizations and a \$100.00 non-refundable charge for citizens. In addition, a \$100.00 cleaning deposit will be required and will be returned upon inspection of the room and no damage has occurred. Two checks made out to City of Douglass Hills are required. One for the use of the room and the other for the \$100.00 cleaning fee. The \$75 cleaning fee is refundable if the meeting room is in good condition.
2. The person accepting the responsibility for the room must be in attendance at the event and must be a resident of the City of Douglass Hills.
3. City events or emergency meetings will supersede any planned event.
4. There will be **NO SMOKING OR ALCOHOLIC BEVERAGES** permitted.
5. The Council Room is not suitable for children's birthday parties and therefore will not be approved.
6. According to instructions from the Fire Marshall, there will be no more than 76 persons permitted in the meeting room at one time.
7. A key will be given to the resident after signing the contract 24 hours prior to the event during City office hours, 8:30 a.m. until 5 p.m. Monday through Friday. When the key is returned, and the room has been inspected and approved by the mayor, the \$75.00 cleaning fee check will be returned. City Emergency phone number is (502) 777-1760.

Date_____

Date of Event_____

Key Taken_____

Type of Event_____

Key Returned_____

Resident in attendance_____

Signature_____

Name of Organization_____

Phone Numbers_____