

City of Batavia Meeting Room Reservation Form

One Batavia City Centre
Batavia, New York 14020
(585) 345-6330

Date: _____

Organization: _____

Contact's Name: _____

Contact's Address: _____

Contact's Phone Number: _____

Meeting Room Requested: _____

Meeting Date: _____ Time: _____ - _____

Total Hours Requested: _____

Non-Refundable Room Rates:

\$25.00 for the first two hours / \$10.00 for each additional hour

A Certificate of Insurance listing the City of Batavia as additional insured for the use of the meeting room(s) is to be submitted to the City of Batavia, City Manager's Office, One Batavia City Centre, Batavia, New York 14020.

Payment, Application & Certificate of Liability Insurance must be received before your meeting room request can be reserved. Reservations are limited to 90 days in advance

City Hall office hours are Monday through Friday from 8:30 a.m. through 4:30 p.m. If your organization should need access to the meeting room outside City Hall's operating hours, it is important for your organization to make arrangements to sign out a key. The meeting room key is due back in City Hall the next business day.

Please note the meeting rooms are as is. If it is necessary for your group to rearrange the layout of the room, it is also necessary for it to be returned to the original layout when you are done utilizing the meeting room. Internet access, projector and sound system are not available.

It will be necessary for groups to remove all of their belongings from the meeting rooms. Organizations cannot store any items, supplies, or equipment within City Hall.

Organization's Contact Signature

Date

Hold Harmless Agreement

_____, the organizer / sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, its employees, officers and agents from any and all damages, costs and expenses including but not limited to, attorney's fees, court costs, and all other sums which the City of Batavia its employees, officers and agents may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have arisen through the use of the meeting rooms as described in this City of Batavia Meeting Rooms Reservation form issued by the City of Batavia or by any act or omission of the _____(Organizer/Sponsor), its members, agents, employees, volunteers, officers, or directors in relation to activities described in this form.

Dated: _____

(Name of Organization)

(Authorized Signature, Title)

(Name, Printed or Typed)

Official Use Only
City Manager's Office

The ___ Council Board Room, ___ Work Room, ___ Community Room is/are available on
_____ beginning at _____ for _____ hours.

Total amount due in the Clerk's Office before reservation is confirmed: \$ _____

Signature of City Manager's Office Representative

Clerk/Treasurer's Office

Payment of \$ _____ was received in the Clerk's Office on _____

Signature of Clerk/Treasurer's Office Representative