

City of Colstrip

City Council Chambers Use Application Form

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

Organization Name: _____

Contact Name: _____

Mailing Address: _____

Contact Phone Number: _____

Date(s) Requested: _____

Time(s) Requested: _____

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.

I have received and read the Policies for Use of the City Council Chambers. I understand the room will not be reserved until the application form and deposit (if required) have been received by the City of Colstrip. I also understand it is my responsibility to obtain a key to the building during regular business hours if I am using the room in the evening or on a weekend or holiday.

Signed: _____

Date: _____

Return this form to:

Mail: City Clerk/Treasurer
City of Colstrip
PO Box 1902
Colstrip, MT 59323

Email: cityclerk@cityofcolstrip.com

Fax: 406-748-2303

CITY OF COLSTRIP

POLICIES FOR USE OF CITY HALL/ 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 and special 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 employee meetings and trainings, advisory boards, committees, consultants and commissions that are a direct function of the government of the City of Colstrip, Rosebud County and the State of Montana or an agency of it. This includes, but is not limited to Public Safety Committee, Public Works Committee, Planning Board, Zoning Commission, Montana Department of Commerce, and the Montana Department of Environmental Quality.
- The third priority is groups, committees or non-profit agencies with which the City has a sponsorship relationship such as Colstrip United and Southeastern Montana Development Corporation.
- 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/damage deposit. If the space is left in exactly the same condition in which it was found, no city property is missing or damaged and keys have been returned, the deposit will be refunded. Deposits are not required for meetings in which the City of Colstrip is a participant or has an interest in.

General Regulations:

- The Application for Use Form needs to be completed and approved prior to the room being reserved. Reservations will not be finalized until all necessary information and the deposit (if required) has been provided.

- Alcoholic beverages are prohibited on city property.
- The party using the Council Chambers is responsible for set up and clean-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.
- All tables, chairs, doors, floors, counters, etc. need to be checked and cleaned if necessary. Garbages should be emptied and waste taken out to the large black dumpster on the north side of City Hall. A vacuum cleaner is available in the storage room and some cleaning supplies are available under the sink in the jury room. However, users are responsible for providing their own cleaning supplies other than those provided by the City. Bathrooms should also be checked and cleaned if necessary.
- 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 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 or a holiday.
- 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 main entrance on the east side of City Hall or returned to City Hall the next business day.
- Coffee makers are available for use but bottled water and other beverages in the refrigerators are not for public use.