



# Meeting Room Reservation Form & Use Agreement

Please fill out this form electronically, sign and email the form to [event.services@sanjoseca.gov](mailto:event.services@sanjoseca.gov) or fax it to 408.924.0650. All applications and payment must be submitted at least 30 days prior to meeting.

**NOTICE:** Public/Private users of the Meeting Rooms may be "Bumped" (have their meetings cancelled), for City Business meetings. As much notice as possible will be provided but often, little notice is given. When your meeting is cancelled you will be refunded all fees and deposits.

Applicant's Name \_\_\_\_\_

Date of Application \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Cell Phone \_\_\_\_\_

Office \_\_\_\_\_

Email \_\_\_\_\_

Fax # \_\_\_\_\_

Meeting rooms are not available for parties, receptions, commercial activities or functions other than meetings and Free trainings/seminars unless otherwise authorized by appropriate permit, license, or agreement with the City. Commercial Activities: The sale or exchange of goods or services for profit or for other business considerations (Fee Resolution 72749).

Event Information						
Meeting or Event Title	Purpose of meeting					
Date of Meeting or Event	M/D/YR					
Organization type	<input type="checkbox"/> Non-profit (501c3)	<input type="checkbox"/> Other	Will an admission fee be charged for the meeting?			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of meeting contact and person who will be on site for duration of meeting?						
Contact Telephone	Telephone ext.	Cell Phone				
<b>Choose Room(s) and one (1) setup style.</b>						
Available Room	Check only one setup style.					
	Theater Style w/1 HT*		Conference w/2 side tables		Conference "U" w/audience w/2 side tables	
<b>Room 118</b>	<input type="checkbox"/>	32 pp	<input type="checkbox"/>	n/a	<input type="checkbox"/>	12 w/ 8 audience, total 20 pp
<b>Room 119</b>	<input type="checkbox"/>	58 pp	<input type="checkbox"/>	24 pp	<input type="checkbox"/>	18 w/16 audience, total 34 pp
<b>Room 120</b>	<input type="checkbox"/>	58 pp	<input type="checkbox"/>	24 pp	<input type="checkbox"/>	18 w/16 audience, total 34 pp
<b>Room 118+119</b>	<input type="checkbox"/>	84 pp	<input type="checkbox"/>	36 pp	<input type="checkbox"/>	26 w/30 audience, total 56 pp
<b>Room 119+120</b>	<input type="checkbox"/>	100 pp	<input type="checkbox"/>	44 pp	<input type="checkbox"/>	28 w/30 audience, total 58 pp
<b>Room 118,119,120</b>	<input type="checkbox"/>	144 pp	<input type="checkbox"/>	54 pp, no side tables	<input type="checkbox"/>	46 w/30 audience, total 76pp
Key: *HT= Head Table						

Capacity: The number of persons attending your meeting may not exceed the numbers specified above. When the number of guests exceeds the capacity your meeting may be immediately cancelled.

What time will you arrive for setup?	AM PM	City Hall Facilities are open M-F, 8:00am until 10:00pm, excluding holidays.
What time does the meeting/event begin?	AM PM	
What time will you vacate the meeting/event space?	AM PM	
<b>Food &amp; Beverage</b> Only, light refreshments permitted.	<p>The following items are permitted: Non-alcoholic beverages Donuts, Danish, Bagels, Cookies, Bag Lunches and Box Lunches. <u>No hot food allowed.</u></p> <p>If you use a caterer to provide coffee service or any of the above items you must use one of our Approved Caterers. Call <b>408-535-1248</b> for the Approved List of Caterer.</p> <p>Client is responsible for all clean-up and removal of all trash as a result to refreshment service. Failure to cleanup will result in loss of damage deposit.</p>	
<b>Audiovisual</b>		
Limited inventory of each type of equipment is available. Charges apply for non-City users. <b>\$\$ Fees apply for outside users. 30 day advance order required.</b>	<p>Pricing for non-holiday weekdays only. Event Services will provide a quote for weekend services. Weekend services require minimum orders.</p> <p><input type="checkbox"/> Power Point \$91.00    <input type="checkbox"/> DVD Player \$91.00  <input type="checkbox"/> Large Podium \$45.00  <input type="checkbox"/> Small Podium \$15.00  <input type="checkbox"/> Wired microphones(s) #            \$35.00 ea.  <input type="checkbox"/> Wireless lapel microphone(s) #            \$35.00 ea.  <input type="checkbox"/> Wireless handheld #            \$35.00 ea.</p> <p>All of the above is for one time setup and teardown; no in-room attendant is available.</p>	
<b>Damage Deposit</b>	A \$100 per/room, per/day damage deposit will be charged to the Client, please include this fee in your payment.	
<b>Parking</b>	There are fees for parking in City Garages. Fees are the responsibility of the vehicle owner.	

**Provide Payment Information for Processing:**

**Client Credit Card Authorization:**

Mastercard  Visa  Discover

**Credit Card Number**        -        -        -

**Expiration Date**

**3-Digit Security Code** (from back of the card, on the right)

**Billing Zip Code**

**Amount Authorized to Charge \$**                    , include all equipment fees, damage deposits.

**Cardholder Signature** \_\_\_\_\_

Fax completed form to 408-924-0650. To pay in person or mail payment, see address below.

Event Services Office, 200 E. Santa Clara Street, 5<sup>th</sup> Floor, SJ, CA 95113  
Please make an appointment. Checks are only accepted 30 days in advance.

**Changes and Cancellations: \*A minimum \$10 fee will be charged for each reservation change, cancellation and a “No-Show” minimum \$80 fee, or the actual cost to setup the room, will apply to all users failing to cancel their reservation by emailing Event Services 24 business hours in advance. To cancel reservations you must email [event.services@sanjoseca.gov](mailto:event.services@sanjoseca.gov). Cancellation Fees for external users apply once meeting/event is booked**

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**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 PUBLIC WORKS. Upon notification of approval, and in order to secure its reservation date, User must pay to City the required security deposit and use fee 30 DAYS IN ADVANCE. Cancellation Fees apply for cancelling once booked.**

**Please note that all City Business has priority use of the space and your meeting/event may be cancelled for City Business with little notice.**

Signature of User's Authorized Representative

\_\_\_\_\_ Date \_\_\_\_\_  
Name/Title

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Approved By Deputy Director: \_\_\_\_\_ Date: \_\_\_\_\_

## Rules and Regulations

### 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 emailing [Event.Services@sanjoseca.gov](mailto:Event.Services@sanjoseca.gov). 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 minimum cancellation fee of \$80 will be charged to your VIS Code or against your damage deposit.

### 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 meetings, trainings, seminars will incur rental fees.
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.

### 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. 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. Each Committee Room has a standard furniture configuration set by the City Hall Facility Staff as the client request in advance. On site changes cannot be accommodated.
4. Requests for additional City services and equipment must be made 5 business days in advance of the meeting and may incur change fees.
5. 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.

6. 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, ordered 30 days in advance and fees apply.
7. Pay public parking is provided on-site in the underground parking garage until 8:00 pm – M-Th, and 6pm on Friday and is closed during the weekend.
8. Meeting room capacities must be observed at all times or your meeting will be cancelled.
9. At no time shall the conduct of any guests become unruly, loud or combative. In such an instance, meetings may be cancelled with no refunds of rental and equipment fees; and booking rights of the client/organization may be revoked.
10. City Staff including Security have the right to enter all meetings for the purpose of random inspections.

### **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 Public Works Facility Manager. 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. 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.

### **Food & Beverage**

Only, light refreshments such as non-alcoholic beverages, cookies, donuts and bagels and/or box/brown bag lunches are permitted in the Committee Rooms. Any food and/or beverage other than the aforementioned list will reclassify your meeting as an event and event facility use fees will be applied for room rent, staffing, etc.. Additionally, if food and or beverage other than what is listed above are brought into the facility, the client will pay the \$100 catering maintenance fee, this will be automatically deducted from the damage deposit and/or billed to the client directly.

All trash in connection with any food and beverage service must be removed from the site at the end of each meeting.

If the client wishes to have catered refreshments, the client must use one of the caterers listed on the Event Services, "Approved List" of Caterers.

Contact Event Services at 408-535-1248.