



Civic Center Council Chambers
Use of Facility Policy and Rental Information

Ukiah Valley Conference Center
200 South School Street
Ukiah, CA 95482
(707) 463 – 6701

Maximum Capacity 141 (Council Chambers)
 96 (Foyer)

Equipment Available 120 Fixed Chairs
 1 Large Staff Table
 1 Central P.A. System
 1 Fixed Podium with Microphone
 1 10' x 10' Screen

Rental Use Rates

Additional Services and Rates

Business Hours – 8am to 5pm	\$150.00	Screen Relocation	\$75.00
Evening Hours – 5pm to 9pm	\$250.00	Sound System	\$50.00
Per Hour/Every Additional Hour After 9pm	\$ 50.00	LCD Projector Rental	\$75.00

Facility is available Monday through Friday only.

City of Ukiah Sponsored Activities: No Charge

City Staff will be available on site for renter access and set up needs only

Deposit

A \$200.00 cleaning/security deposit is required for use of the Civic Center Council Chambers. The completed Use of Facility Application and deposit must be received at the time of your request to confirm your reservation. Insurance requirement must be submitted 2 weeks prior to your event. If City Staff time is required to clean the facility and/or return tables and chairs to storage areas, the renter will be charged a \$70.00 minimum call out fee, and \$40.00 per hour cleaning fee.

Insurance Requirement

All insurance requirements must be complied with prior to use of the facility. Renters must provide the City of Ukiah with a Certificate of Insurance and Additional Insured Endorsement naming the City of Ukiah as additionally insured in the amount of \$1,000,000 (one million dollars).

Insurance is available through City Contracted Insurance Agency

Civic Center Council Chamber
User Responsibilities

1. **FOOD AND BEVERAGES ARE NEVER ALLOWED IN THE COUNCIL CHAMBERS, BUT MAY BE USED IN THE FOYER AREA.**

If your event is after 5:00 pm, the Police Dispatch (Night Entrance) will be notified of your arrival and departure. Please turn off all lights in the Council Chambers, Foyer area, and both restrooms.

2. All aisles and corridors must be kept clear and unobstructed. Standing in aisles for purposes of viewing events or activities is not permitted.
3. This is a “Non-Smoking” facility.
4. Please do not attach anything to the walls using pins, tacks or tape.
5. It shall be the duty of the renter to monitor exits, aisles, corridors and general safety conditions during all aspects of the event or meeting to assure compliance with user responsibilities.
6. Each user of the Council Chambers shall provide at least one responsible adult to monitor the occupant load of the Council Chambers and foyer. Upon reaching posted occupant loads, this person shall deny entry to any additional persons wishing to attend the planned event or meeting. This person shall stay at the door until relieved by another responsible adult. An adult monitor is required at the other exit door allowing access to the Council Chambers when it is desired to maintain said door(s) in an open position.
7. Signs, banners, and placards are not permitted in the Council Chambers, as these items can create a trip problem and obstruct the view of others.
8. No candles or open flames are allowed in the Foyer and Council Chambers.
9. Please leave the facility as you found it. All individuals, groups or organizations using this meeting room will be responsible for any damage to the room, building or equipment. Users will be charged an additional fee of \$70.00 per hour if there is an unusual amount of maintenance to the Council Chambers after their function.
10. Media representatives are not allowed to place equipment in any aisle, which in any way compromises the exit system. Cords and cables crossing these elements of the exit system shall be taped to the floor continuously so there is no trip hazard.
11. All equipment used for City Council and Planning Commission meetings will remain in the Council Chambers. This equipment is not to be used or moved by anyone using the facility without prior authorization.
12. Flowers and plants must be in containers with protective bases to prevent damage to the carpet.
13. The City Council Chambers is prohibited from being used for religious or partisan political purposes. The City has on file a statement of intent regarding this policy. If you are interested in reviewing this statement, please contact the Community Services Department at 463-6701 to obtain a copy.
14. City policy does not allow for weddings or wedding receptions to be held in the council Chambers.