

# TOWN OF MORAGA

## COUNCIL CHAMBERS & COMMUNITY MEETING ROOM

**TOWN OF MORAGA, Parks and Recreation Department**

2100 Donald Drive, MORAGA, CA 94556

PHONE: (925) 888-7045 FAX: (925) 376-2034

Email: rents@moraga.ca.us

**COUNCIL CHAMBERS AND COMMUNITY MEETING ROOM**

335 Rheem Boulevard, Moraga, CA 94556

Circle Day of Week Requested M T W Th F Sa Su Date(s) Requested \_\_\_\_\_

Type of Meeting \_\_\_\_\_ Time \_\_\_\_\_ # of Guests \_\_\_\_\_ Hours of use \_\_\_\_\_

Organization/ Applicant \_\_\_\_\_

Address \_\_\_\_\_ City/ZIP \_\_\_\_\_

Person in Charge \_\_\_\_\_ Day Phone \_\_\_\_\_

*HOURLY RATE SCHEDULE	GOVERNMENT	NON-PROFIT	PRIVATE	COMMERCIAL
Council Chambers and Community Room	Free	\$75	\$110	\$150
DAMAGE DEPOSIT - \$1000				

\*Fees are adopted by the Moraga Town Council and subject to yearly review.

### CONDITIONS FOR USE

The Town Council Chambers priority use is for meetings of the Town Council, Commissions, Committees, Boards and Town-related programs. Lesser priority use of the Chambers by other governmental agencies, civic groups, and local non-profits is also available as the meeting schedule permits, according to the following conditions:

1. Applications must be submitted at least 30 days in advance of desired date to the Parks and Recreation Department Office. An Application does not guarantee use. Applicants may be displaced if Council Chambers are needed for Town business. Should that occur, applicant is responsible for acquiring an alternate site and notifying participants.
2. Rentals require a certificate of insurance listing the *Town of Moraga, Town Employees, Volunteers and Elected Officials* as additionally insured.
3. The key to the Council Chamber must be picked up from the Parks & Recreation Office before 4:00 pm on the meeting date. If the meeting date is a day the Parks & Recreation Office is closed, the key must be picked up the previous business day.
4. The key must be returned to the Parks and Recreation Office the following business day by 1:00 pm.
5. NO eating, drinking, or smoking is permitted in the Council Chambers.
6. The council Chambers must be left in a neat and orderly condition.
7. Access to the IT room is prohibited.

OFFICE USE: Total Paid \_\_\_\_\_ Date \_\_\_\_\_

Receipt # \_\_\_\_\_ Deposit # \_\_\_\_\_ Chk #/ CC/ Cash \_\_\_\_\_

Refund Amount \_\_\_\_\_ Date to Finance \_\_\_\_\_

(REV: 02/11/16)

