



TOWN OF MORAGA
COUNCIL CHAMBERS AND COMMUNITY ROOM

335 Rheem Blvd. Moraga, CA 94556

Circle Day of Week requested **M T W Th F** Date(s) Requested _____

Type of event _____ Time _____ # of Guests _____ # of Hours of use _____

Organization/ Applicant _____

Address _____ City/ZIP _____

Person in Charge _____ Day Phone _____

Email Address _____ Cell Phone _____

HOURLY RENTAL RATE	GOVERNMENT	NON-PROFIT	PRIVATE	COMMERCIAL
Community Room	\$40	\$75	\$110	\$150
Facility Attendant (2 hr. min.)	\$35	\$35	\$35	\$35
Refundable Use Deposit	\$1,000	\$1,000	\$1,000	\$1,000

Both the **rental** fee and the refundable use deposit are due at time of booking.

The refundable use deposit may remain on file for ongoing rental groups. The deposit is refunded within 60 days if there are no damages to the facility and all guidelines were adhered to.

Non-Profit rates apply to organizations with non-profit 501c3 status. Proof is required at time of booking

All Rental Fees are adopted by the Moraga Town Council and subject to annual review.

OFFICE USE: Total Paid _____ Date _____

Receipt # _____ Deposit # _____ Chk #/ CC/ Cash _____

Refund Amount _____ Date to Finance _____

RESERVATIONS

Room reservations are accepted up to **30 calendar days in advance**. The security deposit is not refunded if there are damages to furnishings, floors, walls, extra cleanup, or other unusual costs incurred. Renters are responsible for the conduct of their guests and damages not covered by the security deposit will be billed separately. Failure to vacate the premises at the time designated in the contract will result in additional rental fees being charged towards the deposit. Deposits are refunded within 60 days if no damages are incurred and all guidelines are adhered to.

GENERAL INFORMATION

- The Council Chambers and Community Room serves as an official Town Council, Commission and Committee meeting place. This use will take first priority whenever needed. The Town is not responsible for hardship resulting from a scheduled booking losing priority.
- No smoking inside buildings or within 20 feet of doorways.
- No food or beverages allowed.
- Client and guests shall conduct meetings/events at a respectful volume.
- Do not adjust thermostat higher than 73 degrees. At the end of the meeting, turn the heating/cooling system off.
- Access to (2) restrooms.
- Fully ADA accessible.

CLIENT RESPONSIBILITIES

- Place all tables and chairs back to their original position/location.
- Must ensure all doors are locked and alarm the building before exiting.

EQUIPMENT AVAILABLE

- 896 square feet of space
- Raised dais with tables and chairs/seating for 8
- Microphones (8 at dais, 1 at "staff" table)
- Podium with microphone
- (2) TV screens
- Free Public WiFi
- Laptop connection for presenting PowerPoints on the TV screens
- 40 chairs
- (4) 6' tables

The Town of Moraga is not responsible for equipment brought on the premises for the event, or lost, misplaced or stolen articles belonging to the client or guests. Security is the responsibility of the client.

I HAVE READ, UNDERSTAND, AND AGREE WITH THE COUNCIL CHAMBERS AND COMMUNITY ROOM RENTAL INFORMATION AS LISTED HEREIN AND AGREE TO HAVE MY PARTY/GUESTS COMPLY WITH THE SAME.

Printed Name

Today's Date

Signature

Contact Phone