APPLICATION FOR USE OF CITY MEETING ROOMS

Check One:

☐ Orange Public Library & History Ctr. Room A&B
☐ Orange Public Library & History Ctr. Room A only
☐ Orange Public Library & History Ctr. Room B only
☐ Rotary Clubs of Orange Conf. & Training Room
☐ Conference Room C
☐ El Modena Community Room
☐ Taft Community Room
☐ Council Chambers
☐ Econ. Dev. Conf. Room
☐ Weimer Room

Check One: ☐ Non-Profit 501(c)(3):_____ ☐ For Profit

Name of Group: _____

Address: _____ Anticipated Attendance: _____

City:_____ State:_____ Zip code:_____

Authorized Rep.: _____ Telephone No.: _____
Name and Title

Email Address: _____

Purpose of Meeting: _____

Date(s) of Meeting: _____ Reserved Time: From _____ To _____

Room: $_____ x _____ = $ _____ + $_____= $_____
Per Hour # of Hours Total Fee Deposit Total for Room

Equip: $_____ x _____ = $ _____ + $_____= $_____
Flat Fee # of Equip Total Fee Deposit Total for Equip

Paid: ☐ Cash ☐ Credit Card* ☐ Check # _____ (**Payable to City of Orange**) **Grand Total: $_____**
*Credit Card –contact the Meeting Room Coordinator at 714.288.2471 & the information will be taken over the phone.

Certificate of Insurance Required by Risk Manager Yes X No ☐
(City of Orange <u>must</u> be named as Additional Insured on Certificate and/or Endorsement)

HOLD HARMLESS AGREEMENT

The group or organization listed above agrees that to the fullest extent permitted by the law, they will defend, indemnify and hold harmless the City of Orange against claims, damages, losses or injuries to persons or property, excluding any wrongful, intentional, malicious acts or negligence of the City or Orange, its officers, employees, or agents. This would include, but not be limited to, attorneys and consultant fees, legal costs, expenses and fees arising out of or resulting from the use of the City meeting room by said group or organization or by its officers, employees, agents, guests or invitees. This indemnification includes, but is not limited to, any wrongful, intentional, or malicious acts or conduct of the group or organization using the City meeting room, or by its officers, employees, agents, guests or invitees.

I have read, understand and agree to all conditions and requirements of:
☐ Hold Harmless Agreement ☐ City's policy for usage of City meeting rooms ☐ Library Code of Conduct (if applicable)

Signature _____ Printed Name _____ Date _____

Approved by Meeting Room Coordinator:
Signature _____ Printed Name _____ Date _____