CITY OF WILLOWS
COUNCIL CHAMBER USE POLICY
AND APPLICATION

Use Policy Overview

The Council Chambers is made available free of charge, during City of Willows regular business hours (8am-5pm), for use by:

- Community groups and non-profit, non-partisan, non-religious organizations.
- Governmental agencies provided use does not conflict with the needs of the City Council, its boards and commissions, or other City functions.
- Only pre-approved users may use the Chambers outside of regular business hours.

Reservation Process

Reservations will only be accepted with:

- A completed reservation form,
- A $50 refundable deposit, and
- All reservations must be made in person at:
  Civic Center – 201 North Lassen Street, Willows, CA 95988
  Monday through Thursday, 8:00 AM to 5:00 PM.

Advance Reservations

- Reservations may be made up to three (3) months in advance.
- Requests beyond that window require prior approval from the City Clerk.
- A calendar or list of requested dates must be submitted with the application.

Frequency of Use

- No organization may reserve the Chambers more than once per week.

Permitted Uses

- The Council Chambers is intended primarily for meetings.
- Use for storage, material distribution, or other non-meeting purposes is not permitted.

Room Capacity

- Maximum occupancy is one hundred (100) people.

Cleanup Responsibility

- Users must return chairs and tables to their original positions.
- Vacuuming may be required if needed.
- Users must discard all garbage in designated trash receptacles.
- Failure to return the room to its original condition may result in forfeiture of the deposit.

Food & Beverages

- The consumption of food and beverages in the Council Chambers is strictly prohibited.

Supplies & Postings

- City Hall staff will not distribute messages or post materials on behalf of any group.
- All users must bring their own paper, pencils, and office supplies.

Audio/Visual Equipment

- The use of the City of Willows A/V equipment is strictly prohibited.
- A wall-mounted monitor is available for use at no charge for presentations.
- Users must bring their own device to connect to the monitor (HDMI-compatible), as well as any other necessary electronic equipment (e.g., mics).

Reservation Application

Name of Organization: _____

Type: ☐ Community Group ☐ Non-Profit ☐ Gov. Agency ☐ Other: _____

Event Title or Purpose: _____

Type of Event: ☐ Meeting ☐ Workshop ☐ Networking ☐ Other: _____

Contact Person: _____

Phone: _____ Email**:** _____

Requested Date(s): _____

Start Time: _____ **End Time:** _____ **Estimated Attendance:** _____

Wall-mounted monitor needed? ☐ Yes ☐ No **HDMI Cord needed**? ☐ Yes ☐ No

I agree to abide by the rules and policies governing the use of the City of Willows Council Chambers and accept full responsibility for the reserved space during the period of use. I understand that the room must be returned to its original condition at the conclusion of the event. Should the space not be properly cleaned or restored, I acknowledge that my deposit may be forfeited and that I may be held liable for any damage or additional cleaning costs incurred.

Signature: _____ **Date:** _____

Approved by: _____ **Date:** _____

Deposit Received: ☐ Yes ☐ No Amount: _____ ☐ Cash ☐ Check ☐ Credit Card

For Clerk use only: Has the room been returned in good condition? ☐ Yes ☐ No If no, please explain:

_____

_____

Deposit Returned: ☐ Yes ☐ No Received by: _____ Date: _____