



**POLICIES, PROCEDURES, GUIDELINES
FOR ORGANIZATIONS TO USE:**

City Hall Meeting Rooms

120 S. Florida Avenue, DeLand, FL 32720

Meeting Rooms Available for Public Use:

- ❖ Commission Chambers
 - Seating for 75
- ❖ Henry DeLand Conference Room
 - Seating for 20
- ❖ Mayor's Conference Room
 - Seating for 10
- ❖ Mark A. Zimmerman Conference Room
 - Seating for 6
- ❖ John B. Stetson Conference Room
 - Seating for 20

POLICY & ASSOCIATED FEES ARE AS FOLLOWS:

- ❖ **Category #1**
 - Local government activities directly or indirectly sponsored by the City of DeLand
 - No charge
- ❖ **Category #2**
 - Non-profit organizations
 - \$30.00 for up to 4 hours, \$30.00 for an additional 4 hours
 - \$30.00 for use of A/V Equipment
- ❖ **Category #3**
 - Any other activity not relating to categories above
 - \$50.00 for up to 4 hours, \$30.00 for an additional 4 hours
 - \$40.00 for use of A/V Equipment

★ *If the reservation request is not within the City's normal business hours (8 AM to 5 PM), then only the DeLand Conference Room, Chambers and Mark A. Zimmerman Conference Rooms will be available for reservation.*

If required, all fees due must be paid BEFORE the event. Sales Tax will be added in addition to fees outlined above unless otherwise noted.

Meeting rooms can only be reserved for one meeting at a time; there will be no recurring meeting scheduling.

The City of DeLand reserves the right to bump any reservation for a meeting space that is needed for City Business.

If other amenities are needed, they must be brought in by the persons using the room.

The free standing tables and chairs that are available can be rearranged to suit the group's needs but the room needs to be left the way that it was found before the group's departure.

Food and drink can be brought into the meeting room as long as the group cleans up prior to leaving the facility.

The City needs to be notified of a meeting cancellation no later than 24 hours before the scheduled meeting, if City is not notified with in the time frame stated, the fee (if applicable) will be enforced.

If the meeting is outside of normal business hours an access card will be loaned to the applicant for the duration of the meeting. The card will be available for pick up during normal business hours no earlier than 24 hours before the scheduled meeting. Please return the access badge to the Administrative Services office the next business day by noon. If the access card is lost or stolen, the event applicant will be charged an additional \$20 for a replacement.

Should you have any questions, concerns, or would like to make reservations, please contact Administrative Services at (386) 626-7023.

Reservation Request Information:

Contact Name: _____

Contact Telephone/Email: _____

Date Requested: _____

Time Range Requested: _____

Room Requested: _____

A/V Requested: _____

Signature:

I understand this is an application only and does not obligate the City of DeLand to reserve any facility. I/We the applicant(s) agree to replace any City property that has been damaged during the extent of the reservation due to negligence. I/We the applicant(s) further agree to reimburse the City for the cost of any damaged City property incurred as a result of this reservation.

Signature of Applicant _____ **Date** _____

Title of Applicant/Affiliation _____

Approved By: _____

Michael Grebosz, Asst City Manager

Date

City of DeLand