



CITY OF BINGEN PUBLIC FACILITY RENTAL POLICY

- The City of Bingen has one facility that is available for rental: the Park Meeting Room.
- Facilities are available on a first come first serve basis. Rental agreements are required along with a fee.
- In addition to scheduling a facility for a specific meeting, the facilities may be rented on a weekly, bi-weekly, or monthly basis with a year-long agreement that must be renewed annually.
- Facilities will be cleaned after each use (swept at the minimum and if necessary mopped). Supplies are provided by the City at each facility.
- Keys will be maintained at City Hall and can be checked out prior to the meeting unless the facility is rented on a weekly, bi-weekly, or monthly basis with an agreement. If a key is lost a \$200 fee will be charged for replacing the lock on the facility.
- The City provides some chairs and tables at each facility.
- Users of the facility may not store materials in the facility.
- Users of the facility must provide supervision, crowd controls, and adhere to city's policy on smoking, food and beverage consumption in designated areas only.
- No alcoholic beverages, smoking, illegal drugs or open flames are allowed in the building. Open flames include but is not limited to candles and sterno.
- Scheduling of facilities is handled through the City Clerk's office.
- All complaints regarding condition of facilities or problems with scheduling are filed with the City Clerk and reviewed by the Mayor.
- A \$100 deposit is required for any use of the facility. Payment will be held until keys are returned and the facility inspected. If the key is returned and facility is left in satisfactory condition, the payment will be returned.

Availability of Facilities

- Park Meeting Room: Every day. This facility holds 20 people.

Fees

- \$25.00 per day/meeting
- \$50.00 per month for weekly meetings with a yearly agreement (organizations that meet only during the school year are eligible for 9-month agreement)
- \$25.00 per month for bi-weekly meetings with a yearly agreement (organizations that meet only during the school year are eligible for 9-month agreement)
- \$12.50 per month for monthly meeting with a yearly agreement (organizations that meet only during the school year are eligible for 9-month agreement)
- Any yearly agreement will require payment for first six months at signing of the agreement and the second six month payment after six months has expired.
- Any nine-month agreement will require payment for all nine months at signing of the agreement.
- The Mayor may consider a decrease in rental fees when volunteer services are provided to the City.

Adopted by Bingen City Council on May 5, 2009.