

CITY HALL COMMUNITY ROOM (CHCR) APPLICATION

User/Organization:	
User/Organization Type:	
Is this User/Organization an Elected Body? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How will the room be used?	
Date(s) Requested:	
Start Time:	End Time:
Primary Contact:	
Telephone & Email:	
Mailing Address:	

I, the undersigned, am requesting the use of the City of Milwaukie city hall community rooms as stated in the application. I have received and read a copy of the Operating Guidelines for the room. I fully understand and agree to comply with the stated guidelines as set forth by the City of Milwaukie.

The user, _____, agrees to indemnify and defend the City of Milwaukie, it's officers, agents and employees and hold harmless from all liability, causes of action, claims, losses, damages, judgments or other costs of expenses including attorney's fees and witness costs (at both trial and appeal level, whether a trial or appear ever takes place) and that may be asserted by any person or entity which in any way arise from, during or in connection with the use of the city hall community room, except liability arising out of the sole negligence of the City of Milwaukie and its employees. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

I, the undersigned, understand that a security card key deposit of \$25.00, in the form of a check is required prior to receiving a city key to the city hall community room. For one time use only, I understand that upon return of the (2) security card keys to the city, the key deposit check will be shredded. Further, I understand that failure to return the (2) security card keys, as stated in the Operating Guidelines, will result in the check being cashed.

Should you need to cancel, please advise Office of the City Recorder (OCR) at 503-786-7502 or ocr@milwaukieoregon.gov as soon as possible.

Printed Name:	
Signature:	Date:

OCR USE ONLY:

CHECK NUMBER:	DATE/INITIAL:
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