



City Clerk's Office
407 Birch Ave SW, P. O. Box 810 Napavine, WA
98565 Phone: (360) 262-3547 Fax: (360) 262-9199
www.cityofnapavine.com

Napavine City Hall Rental Agreement

The Council Chambers at the City Hall is available to the public for use. Certain restrictions apply.

Anyone using the building must keep in mind that this facility's main function is to provide a meeting place to conduct City business. No activity may interfere with this in any way. It is rare for it to happen; however, if something develops that the Council would need use of the space

Activity shall be restricted to the main room (Council Chambers) with access to the sink area and bathrooms. There are no phones available for public use.

We cannot guarantee that the hall will always be clean at time of renting city hall. No vacuum cleaner is made available to the public for use while renting city hall. If you wish to vacuum we suggest that you bring your own vacuum cleaner. Those using the facility are expected to clean and return table and chairs to their original positions.

The fee for renting city hall is \$10.00 for the room. We have a coffee maker available for use. The use fee is non-refundable.

All groups must inform their attendees that there is absolutely no smoking or alcohol in the building. Smoking is not allowed within 25' from the front entrance of the building in the designated smoking area.

Person requesting use: _____ Phone: _____

Email: _____

Address: _____

Group requesting use: _____

Description of activities: _____

Begin Time: _____ End Time: _____ Date: _____

I have read the above and agree to abide by the rules.

Signature

Authorized Signature