

# APPLICATION FOR USE OF CITY HALL LOBBY



COMMUNICATIONS DIVISION - CITY HALL - SASKATOON - S7K 0J5 FAX: 306-975-3048 PHONE: 306-975-3207

DATE REQUESTED  START TIME  END TIME

DEPARTMENT/DIVISION

PRIMARY CONTACT PERSON

ADDRESS  P.C.

BUS.#  FAX#  CELL#

EMAIL

SECONDARY CONTACT PERSON

ADDRESS  P.C.

BUS.#  FAX#  CELL#

EMAIL

PROVIDE A BRIEF DESCRIPTION OF PLANNED ACTIVITY


NUMBER OF EXPECTED PARTICIPANTS

PROVIDE A BRIEF DESCRIPTION OF EQUIPMENT & MATERIALS TO BE BROUGHT ON-SITE


**I HAVE READ THIS ENTIRE FORM, AND AGREE TO THE TERMS STATED**

<b>APPLICANT'S SIGNATURE</b>	<b>DATE OF APPLICATION</b>
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YOU WILL BE CONTACTED BY COMMUNICATIONS DIVISION, CITY OF SASKATOON, FOLLOWING A REVIEW OF YOUR APPLICATION. PLEASE CALL 306-975-3207 FOR MORE INFORMATION.

<b>GUIDELINES FOR USE OF CITY PREMISES</b> <b>CITY HALL LOBBY</b>	<b>POLICY NUMBER</b> <b>A09-026</b>
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- Applications shall be made, in writing, and referred to the Communications Division, at least five (5) business days prior to the event taking place, and not to exceed thirty (30) days in advance. All applications must be completed in full and will be considered on a first come first serve basis (some exceptions apply).
- The granting of permission for the use of City Hall Lobby in any year shall not be regarded as a commitment by the City to allow its use in future years. Any regularly scheduled event must supply new applications for future dates.
- Activities must not interfere with the public's access to City Hall Lobby, and enjoyment of the surrounding grounds. This permit does not give the applicant exclusive use of either City Hall, or the adjacent grounds.
- Free public access is to be allowed to all areas of City Hall that are accessible during regular business hours.
- Arrangements for clean-up are the responsibility of the applicant. Please supply your own garbage bags and paper products. Deposit garbage in the appropriate containers. If City of Saskatoon staff are required to do any clean-up associated with the event, the organizers will be charged.
- Vehicles are not to be driven on City Hall grounds, even when delivering supplies.
- The City of Saskatoon assumes no responsibility for any theft of property owned by organizations outside of the civic corporation.
- Insurance: The Communications Division may require event sponsors outside of the civic corporation to provide adequate liability insurance for the duration of the community activity.

## **CITY HALL LOBBY**

- Use shall be limited to those activities which are sponsored by civic departments and agencies.
- No soliciting of any kind, including handouts, petitions, distribution and/or sale of literature or other appeals to the public.
- Charitable Appeals: upon permission to be granted by the Communications Division, can only take the form of non-intrusive, volunteer donations (i.e. non-staffed draw drums, etc.).
- Community activities in the City Hall Lobby may occur only during regular business hours.
- Alcohol-related events are not allowed in the City Hall Lobby at any time.
- City Hall is a smoke-free facility. At no time shall smoking be permitted anywhere within the building.