APPLICATION FOR AFTER-HOURS USE OF THE MUNICIPAL BUILDING FIRST FLOOR CONFERENCE ROOM

Organization: _____ Today's Date: _____

Contact Name: _____ Phone #: _____

Date Needed: _____ Time: _____ to _____

Type of Program: _____

Check which of the following applies:

Charitable ___ School ___ Civic ___ Other ___

Rules:

1. Groups must provide own sound system and operators.
2. Groups must provide own supplies as needed.
3. No sale of merchandise of any kind will be permitted.
4. Additional tables and chairs are available for a set up fee.
5. A janitorial fee may be applicable depending on the type of program.

I/We have read this contract and do hereby agree to abide by these and all other Municipal Building rules.

Signed: _____ Date: _____

Address: _____

Phone: _____

Approved By: _____ Date: _____
Mayor, City of Ashland

Section 1.10 of EMPLOYEE STANDARDS OF CONDUCT AND DISCIPLINE POLICY

Solicitation and Distribution, and After-Hour Access Standards

D. Employee No-Access Rule
Employees are not permitted access to the interior of the City of Ashland's facilities during their off-duty hours unless authorized by the Appointing Authority or his/her designee.

*No commercial or political programs of ANY kind or description shall be held in the Municipal Building. Any programs held in the Municipal Building shall be under the supervision and with the approval of the Mayor.