



CITY FACILITIES USE POLICY
FOR COUNCIL CHAMBERS AND/OR SHELTER HOUSE

The City of Johnstown makes facilities available to community service groups and profit-making ventures subject to yearly review.

1. All persons or groups requesting to use a Johnstown City facility shall schedule the use with a City official. All fees and/or rental costs must be paid in advance. Scheduling shall be on a first-come-first-serve basis. Any reservation cancellation must be made prior to the reserved date to be eligible for refund.

2. The following fee schedule shall be charged for **Council chambers** use unless altered on mutual agreement:

- \$35.00 per hour (Johnstown City residents) if use will be less than 4 hours
- \$45.00 per hour (non-Johnstown City residents) if use will be less than 4 hours
- \$130.00 usage fee per day (Johnstown City residents)
- \$140.00 usage fee per day (non-Johnstown City residents)
- \$275.00 usage fee per day for profit-making groups

3. The **Shelter house** will be reserved in blocks per day unless altered on mutual agreement.

- 10:00 a.m. - 2:00 p.m. - \$50.00
- 3:00 p.m. - 7:00 p.m. - \$50.00
- 10:00 a.m. - 7:00 p.m. - \$75.00

4. The City of Johnstown reserves the right to charge any group for damage occurring during their usage. Assessment shall be limited to actual repair or replacement cost. Any damage should be reported to the City Service Director immediately.

5. **All groups using a city facility** are expected to clean up after use. Failure to do so may result in loss of use privileges.

6. **All groups using the Council Chambers** are reminded that there will be no food or drink allowed in the chambers and all tables and chairs should be replaced to original position found if moved. The building is a non-smoking facility. Council chambers capacity is 88.

By signing below, I/We agree to comply with all the terms and conditions listed above as a condition to reserving a City of Johnstown facility.

Signature of Applicant

Date