



**City Council Chambers  
Meeting Facility Rental  
Agreement 1901 Lisa Maloff Way Suite 206  
South Lake Tahoe, CA 96150  
(530) 542-6005 City Clerk's Office**

Name of Government Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Meeting Title: \_\_\_\_\_

**General Information:**

- The physical address of the Council Chambers is 1901 Lisa Maloff Way, South Lake Tahoe, CA 96150. It is located off US Hwy 50 inside the Lake Tahoe Airport.
- The maximum room occupancy is 112. There are approximately 70 portable chairs, a dais that seats nine persons and a conference room table. There is also an overhead projector and screen. The meeting room is ADA compliant. **(Ramps for the dais are located in the closet in the Council Chambers.)**
- There are no phones located in the Council Chambers.
- For copy and/or fax services while using the Council Chambers, please use one of our local businesses that provide those services.
- The City of South Lake Tahoe has recently purchased new and upgraded audio/visual equipment. Use of audio/visual shall be considered upon advance request to the City Clerk's Office, **72 hours** prior to use of the Chambers. Specifics regarding the system requirements will be provided at that time.
- **Any questions while using the chambers should be directed to the City Clerk's Office by dialing 6005 on the white courtesy phone located in the reception/lobby area.**

**Agreement:**

- *It shall be understood that City Council meetings take precedence over any and all reservations and notice will be given at the earliest possible time should the need arise for use by the City Council (i.e., special or emergency meeting)*
- The undersigned is responsible for restoring all furniture and equipment to their original location and general clean up of the Chambers.
- The undersigned is responsible for any and all damage that may be caused during the use of the Council Chambers and for failure to set the alarm.
- The City will be held free and harmless from any and all liability claims that may occur during the use of the Council Chambers as a result of the activities of the applicant.
- The City is **not** responsible for any lost or stolen items.

- The key to the Council Chambers must be picked up and returned to the City Clerk's Office, located at the Administrative Center, 1901 Airport Rd., between the hours of 8:00-5:00 p.m. prior to the meeting. If you are renting the Council Chambers after 5 p.m. you will be responsible for setting the alarm for the Council Chambers. **PLEASE NOTE: Entry or exit of the door behind the dais and/or the conference room door after regular business hours will result in the administrative center alarm sounding. Please have your rental agreement with you to show the officers upon their arrival should the alarm be inadvertently be set off.**
- The authorized fee adopted by the City Council is **\$275.00** per day (fees cannot be pro-rated).
- **Cancellation Policy** – All cancellations must be received in writing within 72 hours of your room rental. Cancellations not received within this timeframe will be charged the full rate of the room rental listed above.
- You will receive an invoice from the City's Accounting Division after the meeting date. You will be required to return the invoice along with your check made payable to: **City of South Lake Tahoe.**
- This application form must be completed, signed and returned to the City Clerk's Office prior to use of the Council Chambers.

I have read the Council Chambers Meeting Facility Rental Agreement and agree to abide by the conditions set forth. **If you have violated any of the conditions set forth in this agreement, you will be subject to losing the privilege of renting this meeting facility in the future.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

***PLEASE BRING A COPY OF THIS AGREEMENT  
WITH YOU TO REFER TO DURING YOUR USE OF THE CHAMBERS***