

**CITY OF TOMBSTONE
APPLICATION FOR USE OF SCHIEFFELIN HALL**

Application Date: _____

Single Date Desired: _____ Time of Use: From _____ to _____

Regular Meeting Dates: _____ Times: From _____ to _____

Name of Organization: _____

President or Leader: _____ Phone: _____

Address: Street/P.O.Box/City: _____

Purpose for which facility will be used: _____

Estimated Attendance: _____

PLEASE NOTE: The third TUESDAY of each month has been scheduled for the Regular City Council Meetings. This date is not available for use of the Main Hall. Also take Special Note of this statement: **The City Clerk of Tombstone reserves the right to determine the priority of activities when necessary.**

I hereby certify that to the best of my knowledge and belief the above statements are true. I, as the representative, agree to reimburse the City of Tombstone for any loss or damage arising out of the use of the building or equipment. I will be present throughout the activity and will be responsible for adherence to regulations for use of Schieffelin Hall.

I have read and understand all the Rules and Regulations governing the use of Schieffelin Hall.

BY: _____ who certifies that they/he/she are/is the duly qualified and authorized representative of the PERMITTEE as set forth in this application and permit.

APPROVED BY: _____

CITY CLERK, City of Tombstone

DATE

Amt received \$ _____ Check # _____ Date of Check _____

Received by _____ Date _____ Receipt # _____

Security & Cleaning Deposit Returned/Amt/Date/Ck#: _____

ATTACH COPY OF CHECK RECEIVED AND DEPOSIT RETURNED CHECK

CITY OF TOMBSTONE

POLICY REGARDING THE USE OF SCHIEFFELIN HALL

GENERAL:

- (1) Schieffelin Hall is available to Clubs, Organizations, and residents of Tombstone for commercial functions or other programs beneficial to the City of Tombstone and citizens.
- (2) Scheduling of activities in the Hall will be approved by the City Clerk.
- (3) The following priorities for use of the Hall are established:
 - (a) Activities and functions sponsored by the City of Tombstone;
 - (b) Public activities sponsored by other organizations;
 - (c) Private activities; and
 - (d) Commercial activities and functions.

The City Clerk of Tombstone reserves the right to determine the priority of activities when necessary.

RENTAL FEES AND CHARGES:

- (1) A \$25.00 non-refundable daily rental fee will be charged if the main auditorium is utilized. If only the lobby of the foyer is used, the non-refundable daily fee will be \$15.00. If both main auditorium and lobby of the foyer (not just for entry but activities such as tables set up for meetings, presentations or refreshments) are used, the non-refundable daily fee will be \$40.00. Fees made payable to **City of Tombstone**.
- (2) A \$25.00 security and cleaning deposit will be charged if either the main auditorium and/or the lobby or foyer is used. The deposit will be returned if the facility is left clean and undamaged and/or meets all expectations as outlined under (7) below. Charges made payable to **City of Tombstone**.

(3) All groups, organizations and individuals using the Hall must pay fees and deposits prior to issuance of a key for use of the Hall. Refundable deposits will be returned within seven (7) days after the activity.

(4) **NO** food or drinks shall be sold in the Hall. Refreshments (non-alcoholic beverages, cookies, candies) may be served in the Lobby **ONLY**. Prior notification of such an activity in the Lobby shall be made to the City Clerk upon application for use. Each group/individual shall assume the responsibility of leaving the premises and equipment in proper condition. if damage occurs, the applicant is responsible and shall pay for repairs/replacement.

(5) Each applicant must provide proof of insurance (i.e. that the planned activity is insured for liability and property damage) to the City Clerk no later than (7) days before the planned activity if approval has been given for use of the Hall.

(6) Arrangements must be made prior to the day of use for pick up, by a responsible individual, of the key to the Hall and its return to City Hall staff within one working day after use.

(7) Loss of refundable security/cleaning deposit will result when any of the following occur:

- (a) Failure to notify the City of Tombstone of cancellation of the planned activity.
- (b) Failure to adequately clean the Hall or any part thereof.
- (c) Failure to return key to the Hall to the City staff.
- (d) Damage done to the Hall facilities and/or equipment.
- (e) Smoking in the Hall.
- (f) Eating/drinking in the main auditorium or other rooms/areas are prohibited other than the Lobby as stated in (4) above.

RULES AND REGULATIONS:

(1) City of Tombstone Ordinance No. 10-80-81 prohibits smoking in city buildings, and anyone who violates this Ordinance shall be guilty of a misdemeanor.

(2) **The Hall will not be available for religious or worship services or ceremonies except on an emergency basis and only when no other facilities as available.**

(3) Request for reservations must be made at least thirty (30) days in advance of the date requested. Exceptions may be granted by application to the City Clerk.

(4) Groups and organizations cannot reserve the Hall for a period of more than six (6) months in advance unless prior arrangements have been made through the City Clerk.

(5) The City Clerk reserves the right to cancel reservations in the event of an emergency or of a special city activity.

(6) The consumption and/or sale of alcoholic beverages is prohibited in the Hall.

(7) The City Clerk reserves the right to refuse use of the Hall to groups, organizations and/or individuals who will not comply with these Operating procedures or intend to use the Hall for activities determined to the welfare of this historic community Hall.

(8) Discrimination is not permitted during any function held in Schieffelin Hall or any other City-owned property. This includes race, creed, ethnicity, gender, sexual preference, or disability.

NOTE: INSURANCE

Enclose 1 Million Liability Insurance bond with the City of Tombstone as added insured.

Any Questions: Call (520) 457-2202-City Hall