

**RULES AND REGULATIONS FOR
HURRICANE MUNICIPAL BUILDING COUNCIL CHAMBERS
For Public and Governmental Meetings**

- A. A City of Hurricane staff member or other designated individual must be on duty when the facility is in use.
- B. Groups shall be responsible for any property damage due to their use of the facility. This liability to be assumed by the recipient of this permit.
- C. User fees include: personnel, utilities, normal maintenance and use of building equipment such as tables, chairs, etc.
- D. The City of Hurricane is not responsible for equipment brought into the building. All items to be removed immediately following rental.
- E. Premises to be cleared of litter. Area to be left clean & orderly.
- F. Smoking or use of any tobacco products within the Hurricane Municipal Building IS PROHIBITED. This will be strictly monitored.
- G. Animals other than those assisting handicap individuals are prohibited from the building.

The City of Hurricane will have preference for use of the facilities, and reserves the right to cancel any approved permits if necessary.

Any deviation from these rules and regulations must have written approval from the City of Hurricane.

Council Chambers

Monday thru Friday - 8:00 to 4:00 p.m.

**User fee \$25.00 for three hours. \$10.00 for each additional hour.
TV/DVD included.**

Monday thru Friday - 4:00 to 9:00 p.m.

**User fee \$50.00 for three hours. \$10.00 for each additional hour.
TV/DVD included.**

**City of Hurricane
Application for Use of
Municipal Building Council Chambers
3255 Teays Valley Road, Hurricane, WV 25526
304-562-5896**

Date: _____

Name of Organization: _____

Address: _____

Date Facility to be used: _____

Between the hours of _____ **and** _____

Paid _____

No alcoholic beverages or food allowed.

This organization has been informed of the City of Hurricane policies and agrees to abide by all such regulations. They understand failure to observe established policy can result in future requests being denied. This organization/individual agrees to pay the user fee amount seven days prior to event date. We have read and agree to follow the rules and regulation for the use of the Council Chambers.

Signed by representative

Day Phone Number

Evening phone number