

**RULES AND REGULATIONS FOR  
HURRICANE MUNICIPAL BUILDING CONFERENCE ROOM  
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.**

**Conference Room**

**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 Conference Room  
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 Conference Room.**

\_\_\_\_\_  
**Signed by representative**

\_\_\_\_\_  
**Day Phone Number**

\_\_\_\_\_  
**Evening phone number**