City Hall Auditorium Rental Guidelines

Facilities:
The Auditorium can accommodate the following: concentrated seating = 499 occupants and un-concentrated seating = 233 occupants. It is fully accessible to persons with disabilities. During the term of the Rental Period, the Renting Party will have access to and use of the third floor auditorium, the kitchen, the front hall, elevator hall, and the 1st, 2nd, & 3rd floor restrooms. At no time should guests loiter on the first or second floor of City Hall and those floors should only be accessed when entering/exiting the building, the interior stairs, the restrooms, and the elevator area.

It is NOT the intent that the auditorium be used for commercial, profit-making ventures. Permits of this nature will be denied. Only non-profit and not-for-profit organizations carrying a 501-C3 status will be allowed to charge admissions for an event. In-kind use of the City Hall Auditorium may be granted and will require written approval of the Mayor and CAO.

The City of Meridian assumes no responsibility for personal property, such as decorations, flowers, shrubs, etc used or left on the premises by the Renting Party. Such properties will be removed no later than the expiration time of the reservation unless special arrangements are made at the time of the application for reservation.

All participants must abide by the written regulations of the City of Meridian and City Hall. Anyone not complying with any of these regulations will not be granted use of the facility in the future and will forfeit their Rental Deposit. The Renting Party will be responsible for the supervision over all persons in the building and on the grounds. Disorderly conduct is prohibited.

The permitted use of the City of Meridian City Hall Auditorium will be without discrimination because of race, religion, color, creed, or national origin. The City Hall Auditorium is not considered to be reserved until the contract and rules have been signed and the Rental Deposit paid.

Rental Period:
The Renting Party will be permitted access to the third floor auditorium for purposes of decorating/set-up no earlier than 10:00am on the day of the event for a weeknight event; 5:00pm on the day prior to the day of the event for Saturday or Sunday events. Requests for earlier access will be considered on a case-by-case basis. The building must be vacated by 2:00am or eight hours after the start of the event, whichever comes first.

The City of Meridian has a noise ordinance and there is a 12:00am curfew for juveniles (youth under 18 years of age). All events involving juveniles must be complete by 11:30pm. You must keep any music to a minimal volume. If anyone complains about the noise, the event can be shut down immediately. Only two speakers are allowed.

Rental Fee:
There is a Rental Deposit of $500. The charge for the Rental Period will be $1350.00 for weekday/night events and $1800.00 for weekend day or night events. The Rental Deposit must be paid in order to reserve the Auditorium. The Rental Fee is due two weeks prior to the event and failure to pay the
Rental Fee will result in the loss of the Auditorium rental and the Rental Deposit. Only after the City of Meridian has determined that the City Hall Auditorium, its contents, and the City Hall buildings and grounds are free of damage arising from or related to the Renting Party’s rental of the Auditorium will the Rental Deposit, or a portion of this, be refunded. Upon discovery of damages, the Renting Party shall immediately pay the City of Meridian the cost to repair any damages in excess of the Rental Deposit.

Security:
Any event during evening or weekend hours requires an assigned off duty police officer to be used for security purposes. The Rental Fee does include security for four hours for the event. If additional hours for security are needed the cost is $25 per hour for each security guard. One security guard is required for events with 100 guests or less. Two security guards will be required for events with 101 guests or more.

Refunds:
If cancellation occurs thirty (30) calendar days before an event, a 100% refund will be given for Rental Deposit that has been paid. If cancellation occurs twenty-nine (29) calendar days or less, before an event, a 50% refund will be given for Rental Deposit that has been paid. The Rental Deposit can be moved to another date if available. In the event the Renting Party fails to comply with each and every term and condition on the agreement, the Rental Deposit shall be forfeited.

Decorations:
The City Hall Auditorium does not provide tables and/or chairs for events held. The Renting Party will be responsible for renting them from an outside source. Any table or chair brought into City Hall Auditorium must have rubber or scratch resistant legs to prevent damage to the hardwood floors. Any damage to the floors will result in a loss of the deposit. Decorations for an event are only permitted inside the City Hall Auditorium and the third floor front hall entrance and are not allowed in other locations in City Hall (i.e. front doors, banisters, etc). The only decorations permitted in the City Hall Auditorium are those that may be placed on the floor or on the tables. The Renting Party cannot hang, tape, or suspend decorations from the walls, ceilings, light fixtures, or banisters in the Auditorium. All candles must have a globe around them. The Renting Party cannot use confetti, straw, sand, rice, fireworks, or glitter of any type in the Auditorium or on the grounds outside of City Hall. Renting Parties may use bubbles only on the grounds outside of City Hall. Violation of these rules will result in the loss of your Rental Deposit.

Cleaning of City Hall Auditorium:
The designated cleaning contractor will complete the final cleaning of the Auditorium following the Rental Period. However, the Renting Party is responsible for basic cleanup of the facility and its grounds.
All cleanups must be complete immediately following the event. Everything that was brought into the building by the Renting Party must be removed prior to leaving.

- Remove all food and trash from Auditorium and kitchen area and take to the dumpster
- Clean all counters and surface work areas in the Auditorium kitchen, including any spilled food in the warmer or refrigerator
- Sweep the Auditorium kitchen
- Turn off all appliances at the end of the Rental Period

No groups will conduct any activity causing extra labor for the custodian unless a previous agreement has been made. Failure to complete the basic cleanup of the Auditorium will result in a forfeit of the Rental Deposit.

Liability:
The Renting Party assumes all responsibility for any food, beverages, or other items brought into the City Hall Auditorium. If the Renting Party intends to serve alcoholic beverages at its event, they are required to obtain any licenses or permits required under applicable laws and regulations to do so and must provide 30 days prior to the Rental Period. Alcoholic beverages are only allowed in the City Hall Auditorium and are not permitted on the 1st or 2nd floor or on the outdoor grounds. The serving of alcohol to minors is strictly prohibited.

There is absolutely NO SMOKING anywhere inside this building. Smoking is only allowed in designated smoking areas outside the building 20 feet from entrances, windows, and air intakes. Failure to comply with these rules will result in the forfeit of the Rental Deposit.

Insurance:
The Renting Party will be required to supply a Certificate of Insurance Naming the City of Meridian as Additional Insured. If the Renting Party is serving alcoholic beverages you are required to provide proof of liquor liability insurance to the City of Meridian in addition to the general liability insurance. Caterers will also be required to proof of insurance.

Notice:
The City of Meridian may cancel any rental agreement to the Renting Party if use of the property in any way conflicts with Federal, State, or Local Laws, or if the occupancy operates to discredit the City of Meridian. Any event that deviates from the approved activities on the Rental Application will result in shut down or cancellation of the event and loss of the Rental Deposit.

For more information, contact the City of Meridian Cultural Affairs Division at 601.485.1944.