

City Of Harrisonburg



Policy and Application for Use of the City Hall Facilities

**Office of the City Manager
409 South Main Street
Harrisonburg, Virginia 22801
Phone: (540) 432-7701 Fax: (540) 432-7778**

The City Hall has both meeting rooms and other spaces available for use by all types of groups subject to approval by the city manager. City Hall facilities can be reserved for events after normal business hours or on weekends by non-profits, private groups and by city departments at any time.

Rental Policies for After Hours Events:

Eligibility

City departments are eligible to reserve spaces in City Hall at no charge. Non-profits are eligible to use the atrium, city council chambers or other meeting rooms for no charge. All other parties are welcome to apply to rent facilities in the City Hall at full price. All applications excluding city departments must be approved by the city manager and must be submitted no later than 30 days prior to proposed event. Both non-profit groups and private event sponsors are required to submit a refundable \$100 security deposit.

Fees

Event Type	Application Fee	Security Deposit
City Department-Sponsored	n/a	n/a
Non-profit or Community Event	n/a	\$100
Private Event	\$100	\$100

City Departments Include

Any board, commission, authority, department, agency, office or employee of the city of Harrisonburg government for official city business.

Non-Profits

Non-profits must provide proof of non-profit status with their application along with a refundable \$100 security deposit. The application, fee and security deposit are due at least 30 days prior to the event.

All other groups

All other groups must submit an application along with an additional refundable security deposit of \$100. The application is due at least 30 days prior to the event and the total rental fee shall be due at least 30 days prior to the event.

Key Fob Pickup

Applicant must pick up the key fob from the front desk of the City Manager's office the day of the event and drop off the following day. If the event takes place on a weekend, the fob can be picked up the business day prior to the event and dropped off the first business day following the event. Other arrangements can be made on a case-by-case basis.

Required Documents

1. Documentation of non-profit status (if applicable).
2. For a special event* reservation at City Hall a **Certificate of Insurance (COI)** providing evidence of General Liability insurance of a minimum of \$1,000,000 and property damage of \$100,000 with an insurer licensed to do business in the Commonwealth of VA. The must certificate include this exact wording: **“The City of Harrisonburg, 409 South Main St, Harrisonburg, VA 22801, is hereby named as additional insured.”**
3. The **Endorsement** from the Insurance Company showing the city as an Additional Insured is **also required**. The insurance company must have a minimum financial rating from the A.M. Best Company of an “A-” or better.
4. If your organization has employees, you must also provide evidence of Workers Compensation insurance with statutory limits that meet state requirements.
5. If alcohol will be served, the city requires a Liquor Liability endorsement be added to the insured’s policy. This endorsement can be added to the Certificate of Insurance along with the other insurance requirements.
6. The COI and Endorsement must be obtained and sent to the City Purchasing Office at Purchasing@harrisonburgva.gov for the special event request to be approved.
7. An option for quote and coverage can be obtained through the Tenant User Liability Insurance Program. Call the Purchasing Office, at 540-432-7794 for more information.
8. ABC License. Events must obtain a VA ABC license (unless it is a private event). Contact VA Department of Alcoholic Beverage Control for more information at 804-213-4400

(* special events may include fundraisers, festivals or similar gatherings in public spaces.)

Policies:

- Illegal drugs are prohibited on city property.
- Firearms or weapons prohibited by state or federal law are prohibited on city property.
- Alcohol is permitted only with permission and in compliance with ABC requirements.
- Smoking is not permitted in City Hall.
- Cleanup and trash storage arrangements must be made.
- Tables, chairs and other amenities must be provided by the event organizer.
- Loud music, amplified speaking or other potentially disturbing activities are permitted only with permission.
- Use of lights, electricity and water facilities are permitted.
- City Hall facilities cannot be used when the city offices are closed due to inclement weather or an emergency.
- Time of use may not exceed 7:00AM to 11:00PM.

Fee Information:

- Facilities in the City Hall are reserved on a first come, first served basis. An exception can be made for annual community or public events.
- The city has priority for use of the facilities.
- Switching dates after the application is submitted is discouraged. No refunds will be granted.
- Applications for use of facilities can be submitted up to one year in advance.

- Organizer shall be responsible for any and all damages to the property arising from the use of the premises.
- Organizer is restricted to only use the facility reserved for the event.
- A refundable damage deposit must be paid 30 days prior to the event. **Checks should be made payable to The City of Harrisonburg.**
- A check for the reservation must accompany the completed application.
- A reservation is not confirmed until all conditions are met and agreed upon.
- The city may cancel any event up to 10 days before it occurs.