

**City of Auburn
1225 Lincoln Way
Auburn, CA 95603**

Room 10 Rental
*Agreement and Permit for
use*

Maximum Occupancy: 49 Persons

Today's Date:

Organization/Username:

Contact Person:

Phone:

Address:

City:

Zip:

Rental Date & Time Requested:

Type of Event:

Estimated Attendance:

Open to Public: Y/N

Admission Charge: Y/N

Refreshments: Y/N

Fundraising Event: Y/N

Live Music: Y/N

Recorded Music: Y/N

Catering: Y/N

Person in Charge:

Phone:

Checks made payable to City of Auburn

Service Groups Only

Security Deposit \$100.00 (a separate check)

\$ _____

Rental Fee: Hourly rates to include time for set-up and clean-up

1st Hour @ \$25.00

\$ _____

Total Additional # of Hours _____ @ \$5.00

\$ _____

Total Due

\$ _____

Liability Insurance: Certificate of Insurance protecting City of Auburn in the amount of \$1 million is required. User hereby waives all claims and recourse against the City of Auburn, including the right to contribution for loss or damage by reason of death or injury to person or damages to property, whether the person or property of User, it's agents or employees or third persons, arising from, growing out of, or in any way connected to this Agreement. User shall indemnify, hold harmless and defend City of Auburn, its officers, directors, agents, employees and volunteers against any and all claims, demands, damages, costs, expenses (including attorney's fees), actions or liability whatsoever arising out of City of Auburn's operation or maintenance of the facility. If permit for use is granted, I or my representative agree to be present during the entire use of the facility.

By: _____
(please print)

By: _____
(signature)

Date: _____

Security Deposit: _____ Receipt #: _____ Deposit Returned: _____

Rental Fee: _____ Receipt #: _____ Proof of Insurance: _____

Room 10
Agreement 12/2025

Room 10 Rental Policy and Procedures

Total Room Capacity: 49 Persons

Seating Capacity: 40 Persons

40 Chairs
8 table, 6' long
Zoom Room
American Flag
WiFi Password

Contact:
Shari Harris (530) 823-4211 x113

General Rental Information:

Rented only to non-profit civic organizations active in community service, Federal, State, County, or City governments, (reservations may be subject to City Council policies, Resolution No. 96-112).

Available for rent daily from 8:00am – 9:00pm (Monday – Friday).

Hours requested should include time for setup and cleanup. Individuals associated with event will not be allowed to enter facility before the time requested. If user requests changes from time originally requested, City will attempt to accommodate; however, it reserves the right to deny such changes.

Only light snacks, beverages and coffee are permitted in the conference room. (for events requiring a full kitchen or meals, the Rose Room should be rented.)

In Accordance with the City ordinance, smoking is not permitted in any City building. Alcoholic beverages are not permitted at any time on the premises.

Room will be pre-inspected by City staff for condition prior to your use. If you discover a breakage or a condition that needs to be reported, please bring it to the attention of Building Department staff. Likewise, a post-inspection is required in order to release your security deposit. It is not necessary for user to be present for either inspection.

Access cards are available at the City Manager's Department in Room 7. Access Cards may be picked up prior to use between the hours of 8:00am and 4:00pm, Monday through Friday. Access Cards must be returned the first working day after use. If a access card is lost, User must advise Shari Harris asap. When leaving, all doors must be tightly closed and locked, all lights and heating/air conditioning turned off.

Please Note- Parking is limited during regular business hours, Monday through Friday from 8:00 AM to 5:00 PM.

An elevator is available.

Restrooms are available on the first floor of the building.