



Facility Use Application

FILE # _____

EVENT	<p>Day / Date of Event: _____ Time: _____ am / pm to _____ am / pm</p> <p>Time organizer will arrive/depart: _____ / _____</p> <p>Name of Event: _____</p> <p>Describe your Event: _____</p>
ORGANIZER	<p>Company/Organization: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Responsible Person: _____</p> <p>Phone: _____ Cell Phone: _____</p> <p>Email: _____</p>
MEETING	<p>Number of Attendees: _____</p> <p>Type of Meeting: _____ Open to the Public _____ Closed to the Public</p> <p>Room Configuration: _____ Box Style (max 25 seats) _____ U-Shape (max 24 seats) _____ Auditorium with Head Table (max 90 seats) _____ Auditorium without Head Table (max 80 seats) _____ Classroom with Head Table (max 50 seats) _____ Classroom without Head Table (max 40 seats) _____ Luncheon (max 60 seats)</p> <p>Special Equipment Needed: _____ DVD/VCR _____ Overhead Projector</p> <p> _____ Laptop Projector _____ Microphone _____ Screen</p> <p>Special Instructions: _____</p>



Any false statement in an application for a permit shall be grounds for revocation, denial, and/or denial of future permit applications.

IF YOU ARE REQUESTING USE OF THE CITY HALL FACILITY:

A sponsor is required and the event must be open to the general public.

Qualified Sponsors

- Local, State and Federal Legislators
- Government Agencies
- School Boards
- Development Authorities and Planning Bodies

Allowed Purposes

- Informing or educating the public
- Seeking input on matters of local, regional or national concern.
- Conducting a meeting of an above agency, board or authority in a central location.

Requirements

- City employee, legislative representative or sponsor must be present.
- If anticipated attendance exceeds 200 people, an arrangement for off-duty police officer is required at expense of the applicant.
- To invite the public the applicant is responsible to advertise in the newspaper at the expense of meeting applicant.
- Provide a copy of your Certificate of Insurance with the City of Roswell listed as additional insured.

Fees

- The Special Events Application fee plus a minimal fee may be required to cover expenses for clean-up, staff time, or to open and close the City Hall Building.
- Minimum of 3 hours required for building use.

Sponsor Name: _____
(Please Print)

Sponsor for City of Roswell Facilities I acknowledge that I am a sponsor for this event that will take place at the City of Roswell City Hall location:

Sponsor Signature: _____ Date: _____



Fees

The organizer is aware and will pay any and all charges that are due to the City of Roswell as a result of services rendered. If City sponsorship is requested and approved, the organizer agrees to pay the excess amount due over the level of sponsorship.

Signature of Applicant, if an individual
or Partner or Officer of Corporation

Date

Save Harmless Agreement

The applicant agrees to defend, pay and save harmless the City, its officers and employees from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event; excepting any claims arising solely out of the negligent acts of the City, its officers and employees.

Approval of this application shall not be construed as imposing upon the City or its officials or employees any liability or responsibility for any injury or damage to any person in any way connected to the use for which this permit has been issued. The City and its officials and employees shall not be deemed to have assumed any liability or responsibility by reasons of inspections performed the issuance of any permit, or the approval of any use of the right-of-way or other public property. Application assumes adherence to federal and state laws and local ordinances.

Signature of Applicant, if an individual
or Partner or Officer of Corporation

Date



**Affidavit Verifying Status
For City of Roswell Public Benefit Application**

By executing this affidavit under oath, I am stating the following with respect to my application for a City of Roswell, Georgia Occupation Tax Certificate, Alcohol License, Taxi Permit, Retirement Benefit, Health Benefit, Disability Benefit, City of Roswell Contract, Insurance Company License, other City issued License, or other Public Benefit as referenced in **O.C.G.A. Section 50-36-1**.

I, _____
Name of individual Title

on behalf of _____ state that:
Business Name Account Name / Number

_____ I am a legal Permanent Resident 18 years of age or older; or a United States citizen;

— OR —

_____ I am a qualified alien, an undocumented alien or non-immigrant under the Federal Immigration and Nationality Act, 18 years of age or older and lawfully present in the United States.

The secure and verifiable document provided with this affidavit can best be classified as:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Alien Registration number for non-citizens

Signature of Applicant: Date

Printed Name of Applicant:

Subscribed and sworn before me this

_____ DAY OF _____, 20____

Notary Public
My Commission Expires:



Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: <http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document for proof of or documentation of identity, that document will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]