

CITY HALL RESERVATION FORM

Please indicate room choice with (X)

Second Floor Meeting Room (Limit 200)

Council Chambers (Limit 50)

Large Conference Room (Limit 15)
Only during Daytime business hours
(8:00 A.M. to 4:30 P.M.)

Small Conference Room (Limit 8)
Only during Daytime business hours
(8:00 A.M. to 4:30 P.M.)

Date(s) Requested: _____

Time(s) Requested: _____

Approximate number of people expected to attend: _____

Name/Type of Organization: _____

Purpose of Meeting: _____

Person in Charge: _____

FAX NUMBER: _____

Work Phone: _____ **Home Phone:** _____

Address: _____
Street City State Zip

I have received a copy of and read the **City Hall Usage Policy**; I understand the building regulations relative to the use of these facilities, and I agree to the requirements as stated in **Section M** of the City Hall Room Policy.

Signature of Responsible Person

Date