



## Town of River Bend Municipal Building Meeting Room Use Request Form

Application Date			
Name of Organization /Group / Individual Requesting the Building			
Type of Business / Meeting Being Conducted		Is this event a PUBLIC Event in which anyone may attend and fully participate? Yes                      No	
<b>CONTACT INFORMATION</b>			
Name		Phone Number	
		Email	
Address			
<b>RESERVATION INFORMATION</b>			
Date of Event	Reservation Time		Will the kitchen be used?      Yes      No
	Start Time:	End Time:	Will food or drinks be served?      Yes      No
			Craft activities conducted?      Yes      No
One-Time Event		Recurring (if yes, how often)	
<b>ROOM SELECTION</b>		<b>ROOM USAGE FEES</b>	
Please select one of the <b>Municipal Building</b> rooms listed below		\$40.00 - Up to Four Hours Use in a Day	
Max Capacity: 124 people	Max Capacity: 84 people	\$80.00 - More than Four Hours Use in a Day	
Large Room	Small Room	\$20.00 - Kitchen Use	
		\$100.00 - Deposit	
<b>REQUEST FOR WAIVER OF MEETING ROOM USAGE FEE</b>			
If you are requesting a waiver of the meeting room fee, please provide a brief justification below.			
<b><u>Waiver Requested</u> - Please explain</b>			
_____			
_____			
<b>By Signing Below You Agree to the Following:</b>			
<ul style="list-style-type: none"> <li>• Official Town business takes precedence over all reservations, if it may become necessary for you to reschedule your meeting.</li> <li>• You have received a copy of the Town's Building Use Policy.</li> <li>• You and your guests agree to abide by the Building Use Policy.</li> <li>• It is your responsibility to clean up any trash or litter created by your activity.</li> <li>• You will notify a town employee or Police Officer of any damages that occur ASAP.</li> <li>• The person who signs below is personally responsible for any damages that occur during activity.</li> </ul>			
Responsible Party Signature		Date	Printed Name
_____		_____	_____
<b>For Official Town Use Only</b>			
Room Usage Approval by Town Manager		Date	Waiver Approval by Town Manager
_____		_____	_____
_____		_____	_____
Fees Received By	Date	Amount	Payment Method
_____	_____	_____	_____