



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? <input type="checkbox"/> YES <input type="checkbox"/> NO	
CONTACT INFORMATION			
Name		Phone Number	
		Email	
Address			
RESERVATION INFORMATION			
Date of Event	Reservation Time Start Time: End Time:	Will the kitchen be used? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		Will food or drinks be served? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		Will craft activities be conducted? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> One-Time Event <input type="checkbox"/> Recurring (if yes, how often)			

ROOM SELECTION		ROOM USAGE FEES	
Please select one of the Municipal Building rooms listed below:		<input type="checkbox"/> \$50.00 - Up to Four Hours Use in a Day <input type="checkbox"/> \$135.00 - More than Four Hours Use in a Day (Mon-Sat) <input type="checkbox"/> \$80.00 - More than Four Hours Use in a Day (Sunday) <input type="checkbox"/> \$20.00 - Kitchen Use <input type="checkbox"/> \$250.00 - Deposit	
<input type="checkbox"/> Large Room Max Capacity: 124 people	<input type="checkbox"/> Small Room Max Capacity: 84 people		
REQUEST FOR WAIVER OF MEETING ROOM USAGE FEE			
If you are requesting a waiver of the meeting room fee, please provide a brief justification below.			
<input type="checkbox"/> Waiver Requested - Please explain			

By Signing Below You Agree to the Following:			
<ul style="list-style-type: none"> • Town business takes precedence over all reservations, and it may become necessary for you to reschedule. • You have received a copy of the Town's Building Use Policy and agree for you and your guests to abide by it. • It is your responsibility to clean up after your activity and return the building to its pre-event condition. • You will notify a town employee or Police Officer (252-638-1108 option 1) of any damages that occur ASAP. • Failure to clean up or damage to the building will result in loss of your deposit and possible loss of future usage. • You can only use the building between the start time and end time stated above. • The person who signs below is personally/financially responsible for any damages that occur during the event. • Use ONLY painters tape, provided by the town, to attach anything to the walls. 			
_____		_____	
Responsible Party Signature	Date	Printed Name	
For Official Town Use Only			
_____		_____	
Room Usage Approval by Town Manager	Date	Waiver Approval by Town Manager	Date

_____		_____	
Fees Received By	Date	Amount	Payment Method