



Application Date

Organization /Group Name

Type of Business Conducted

CONTACT INFORMATION

Name	Phone Number
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Address

RESERVATION INFORMATION

Reservation Date	Reservation Day	Reservation Time
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One-Time Event Recurring (if yes, how often)

ROOM SELECTION

Please select one of the rooms listed below

Meeting Room (large) Council Chambers (small)

Capacity: 125 people Capacity: (not yet rated)

REQUEST FOR WAIVER OF MEETING ROOM USAGE FEE

Room Usage Fees apply as listed below. If you are requesting a waiver of the meeting room fee, please provide a brief justification below.

▶ \$35.00 – Four-Hour Usage in a Day

▶ \$60.00 – More than Four Hours in a Day

Waiver Requested – Please explain

Please Note

Official Town business takes precedence over any and all private reservations. It may become necessary for you to reschedule your meeting.

Room Usage Approval by Town Manager	Date	Waiver Approval by Town Manager	Date
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