



# 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	
<b>CONTACT INFORMATION</b>			
Name		Phone Number	
		Email	
Address			
<b>RESERVATION INFORMATION</b>			
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 Craft activities conducted? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> One-Time Event <input type="checkbox"/> 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 Max Capacity: 124 people      Max Capacity: 84 people <input type="checkbox"/> Large Room <input type="checkbox"/> Small Room		<input type="checkbox"/> \$40.00 – Up to Four Hours Use in a Day <input type="checkbox"/> \$80.00 – More than Four Hours Use in a Day <input type="checkbox"/> \$20.00 – Kitchen Use <input type="checkbox"/> \$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. <input type="checkbox"/> <b>Waiver Requested – Please explain</b> _____ _____ _____			
<b>By Signing Below You Agree to the Following:</b> <ul style="list-style-type: none"><li>• Town business takes precedence over all reservations, and it may become necessary for you to reschedule.</li><li>• You have received a copy of the Town's Building Use Policy and agree for you and your guests to abide by it.</li><li>• It is your responsibility to clean up after your activity and return the building to its pre-event condition.</li><li>• You will notify a town employee or Police Officer (252-638-1108 option 1) of any damages that occur ASAP.</li><li>• Failure to clean up or damage to the building will result in loss of your deposit and possible loss of future usage.</li><li>• You can only use the building between the start time and end time stated above.</li><li>• The person who signs below is personally/financially responsible for any damages that occur during the event.</li><li>• Use <b>ONLY</b> painters tape, provided by the town, to attach anything to the walls.</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                      Date
Fees Received By                      Date                      Amount                      Payment Method			