

APPLICATION FOR MEETING ROOM RESERVATION

Submission of this form does not guarantee availability of a meeting room. A staff member will contact you with confirmation within one week of receipt of application. Please note that room assignments will be made by the Parks & Recreation Department considering the needs of all groups meeting concurrently.

Name: _____ Day phone: _____

Address (include city, zip): _____

Name of Group: _____

Profit/Non-Profit status: _____

Please declare any fees charged or service/product being sold/endorsed in connection with the meeting:

Requested use date: _____

If this is a monthly meeting and more than one meeting reservation is required, please list **individual dates and times** (i.e. 5/20/05) _____

Meeting start time: _____ (Please include set-up time before)

Meeting end time: _____ (Please include clean-up time after)

Nature of meeting: _____

Type of Room Needed: (Check all that apply)

Large Room (~250 people) _____ Small Room (~20 people) _____

Equipment needs: Tables# _____ Chairs# _____

Have you made arrangements for clean-up? _____

I have received a copy of the Guidelines for Public Use of Meeting Rooms. By signing this reservation form, I agree to abide by stated guidelines and policies. I also agree to fill out a facilities evaluation each time my group meets at the Parks and Recreation meeting room.

Please alert the Parks Department as soon as possible if your meeting is cancelled.

Signed: _____ Date: _____

Title in organization: _____

Address of organization (if applicable): _____

Confirmed by: _____ Date: _____

Parks Staff