



City of Altoona Community Room Registration Form

Please complete the following and return with your deposit at least two weeks prior to the event.

Name of
Organization _____

Nature of
Organization _____

Responsible Party _____
Telephone (H) _____ (W) _____
Address _____

Purpose of Event _____

Date/Dates of Event _____
Time of Event _____

Cost: _____

By signing this form I acknowledge that I have read and understand the following:

The Community Room is designated as a place to hold organized group meetings and seminars. The Community Room is not intended for purely social gatherings or parties. There will be a deposit submittal of my reservation. Any damages made to the Community Room or any of its contents will be repaired or replaced as appropriate and charged at the fair market or labor rate to the Responsible Party listed above. Please see Rules and Regulations sheet.

Responsible Party

Date

Return to: City of Altoona, Community Room Rental, 1303 Lynn Avenue, Altoona, WI 54720