



Community Room Reservation Application

Organization Information

Organization Name:			
Name of Responsible Party:			
E-mail Address:			
Telephone	(H)	(W)	(C)
Mailing Address:			

Event Information

Purpose of Event (please check one):	<input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Conference <input type="checkbox"/> Social Event (birthday, baby shower, etc.)		
	<input type="checkbox"/> Other (please explain):		
Will food and/or drinks be served?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	# of attendees: _____
Date(s) of Event:	<i>NOTE: Reservations will not be accepted more than 90 days in advance of the event date(s).</i>		
Start Time*:		End Time*:	
*Hours Available for Use	Monday to Thursday 7:30 am - 7:30 pm	Friday 7:30 am - 5:30 pm	Saturday 9:00 am - 4:30 pm
FEES	Serving Food or Drinks? NO	Serving Food or Drinks? YES	
Up to 4 hours	\$0	\$50.00 + \$50 Damage Deposit	
4 - 8 hours	\$0	\$100.00 + \$50 Damage Deposit	
8 - 12 hours	\$0	\$150.00 + \$50 Damage Deposit	

By signing this reservation application, I acknowledge that I have read the *Community Room Use Policy*, understand and acknowledge the following: The Community Room/Facility is available for public use during City Hall and Library hours as a place to hold organized group meetings and/or social gatherings. The room is rented on a first come, first served basis. The submittal of the rental fee plus damage deposit secures the reservation. Any damages made to the Community Room/Facility 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 submit cash or check for the room rental fee (see fee table above). Please submit a separate check for the room deposit. Provided there are no damages, the deposit check will not be processed and will be returned to you within 30 days after the date of your event.

The Renter shall defend, indemnify, and hold harmless the City of Altoona, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, and/or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Renter's use of the Community Room/Facility, or from the conduct of the Renter's guests and/or participants, or from any activity, work or thing done, permitted, or suffered by Renter in or about the Community Room/Facility.

Signature of Responsible Party

Date

**Return this form along with, if applicable, the \$50 Damage Deposit plus Rental Fee to:
City of Altoona, Community Room Rental, 1303 Lynn Avenue, Altoona, WI 54720**

Please do not write in the space below. Thank you.

Reservation Confirmation			
\$50 Damage Deposit collected:		Rental fee collected:	
Clerk's Signature:		Receipt #	
		Date:	
		Date:	

Accounting #: 100-00-48201