



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	
CONTACT INFORMATION			
Name		Phone Number	
		Email	
Address			
RESERVATION INFORMATION			
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)			
ROOM SELECTION		ROOM USAGE FEES	
Please select one of the Municipal Building rooms listed below		<input type="checkbox"/> \$40.00 – Up to Four Hours Use in a Day	
Max Capacity: 124 people	Max Capacity: 84 people	<input type="checkbox"/> \$80.00 – More than Four Hours Use in a Day	
<input type="checkbox"/> Large Room	<input type="checkbox"/> Small Room	<input type="checkbox"/> \$20.00 – Kitchen Use	
		<input type="checkbox"/> \$100.00 – Deposit	
REQUEST FOR WAIVER OF MEETING ROOM USAGE FEE			
If you are requesting a waiver of the meeting room fee, please provide a brief justification below.			
<input type="checkbox"/> Waiver Requested – Please explain			

By Signing Below You Agree to the Following:			
<ul style="list-style-type: none"> • Town business takes precedence over all reservations, and it may become necessary for you to reschedule. • You have received a copy of the Town’s Building Use Policy and agree for you and your guests to abide by it. • It is your responsibility to clean up after your activity and return the building to its pre-event condition. • You will notify a town employee or Police Officer (252-638-1108 option 1) of any damages that occur ASAP. • Failure to clean up or damage to the building will result in loss of your deposit and possible loss of future usage. • You can only use the building between the start time and end time stated above. • The person who signs below is personally/financially responsible for any damages that occur during the event. 			
Responsible Party Signature		Date	Printed Name
For Official Town Use Only			
Room Usage Approval by Town Manager		Date	Waiver Approval by Town Manager
			Date
Fees Received By		Date	Amount
			Payment Method