

CITY OF OCONTO *Multi-Purpose Room*
REQUEST FOR USE OF MEETING ROOM

Legible Printing Required!

Name of Event:

Date Room Reserved:

Number of Participants Expected:

Will food or beverages be served? _____ If yes, please describe:

Name of Sponsoring Organization:

Street Address:

Mailing Address:

City: _____ State: _____ Zip: _____

Contact Person:

Day Phone (Required): _____ Evening Phone: _____

I understand that the use of the meeting room is subject to availability, use priorities and fees established by the City of Oconto and that the City has a limited number of tables and chairs available for public use. Additional tables and chairs will have to be provided by the user. I further understand that the use of the facility is dependent upon the compliance of the members of my organization with standards of good and appropriate conduct and the rules established by the City; that vandalism and damage to city property will be recovered through any and all available means; that my organization has responsibility for returning the facility in the same condition it was received; and that by signing below, I accept responsibility for insuring the policies and conditions for use of the facility are complied with.

Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____

----- For Municipal Use Only -----

Date Received: _____ Use of the meeting room is authorized
by: _____

Amount of Fee Paid: _____ Date Paid: _____
Received By: _____

Inspected after event by: _____ Date: _____ Condition
Found: _____
