Meeting Room Reservation Application

NAME OF GROUP/ORGANIZATION: ADDRESS: CITY: ZIP: PHONE: EMAIL: Personally, or as an authorized representative of the above Group/Organization, I/We hereby apply for use of a meeting room at the Village Hall. I/We have read the rules and regulations and agree that they will be strictly observed. In the event the room is not in the same condition as when I/We took possession, I/We understand that fees will be assessed and charged to the Group/Organization that is responsible. Signed Date Date Reservation Date(s) Time of Usage: From To Est. Number of Attendees: Room to be used for: Room Requested (please check one): Meadows Room: Board Room: Small Room-Upper: FOR OFFICE USE ONLY: Application received on: Comments: Request Approved: Comments:	NAME:		
PHONE:	NAME OF GROUP/ORGA	NIZATION:	
Personally, or as an authorized representative of the above Group/Organization, I/We hereby apply for use of a meeting room at the Village Hall. I/We have read the rules and regulations and agree that they will be strictly observed. In the event the room is not in the same condition as when I/We took possession, I/We understand that fees will be assessed and charged to the Group/Organization that is responsible. Signed	ADDRESS:	CITY:	ZIP:
Personally, or as an authorized representative of the above Group/Organization, I/We hereby apply for use of a meeting room at the Village Hall. I/We have read the rules and regulations and agree that they will be strictly observed. In the event the room is not in the same condition as when I/We took possession, I/We understand that fees will be assessed and charged to the Group/Organization that is responsible. Signed	PHONE:		
hereby apply for use of a meeting room at the Village Hall. I/We have read the rules and regulations and agree that they will be strictly observed. In the event the room is not in the same condition as when I/We took possession, I/We understand that fees will be assessed and charged to the Group/Organization that is responsible. Signed	EMAIL:		
Reservation Date(s) To	hereby apply for use of a n and regulations and agree t in the same condition as wh	neeting room at the Village Hall. hat they will be strictly observed. nen I/We took possession, I/We u	I/We have read the rules In the event the room is not understand that fees will be
Reservation Date(s) To	Signed		Date
Time of Usage: From To Est. Number of Attendees: Room to be used for: Room Requested (please check one): Meadows Room: Board Room: Small Room-Upper: FOR OFFICE USE ONLY: Application received on: Request Approved: Comments:			
Est. Number of Attendees: Room to be used for: Room Requested (please check one): Meadows Room: Board Room: Small Room-Upper: FOR OFFICE USE ONLY: Application received on: Request Approved: Comments:	Reservation Date(s)		
Room to be used for: Room Requested (please check one): Meadows Room: Board Room: Small Room-Upper: FOR OFFICE USE ONLY: Application received on: Request Approved: Comments:	Time of Usage: From	To	
Room Requested (please check one): Meadows Room:Board Room:Small Room-Upper: FOR OFFICE USE ONLY: Application received on: Request Approved:Comments:	Est. Number of Attendees:_		
Meadows Room: Board Room: Small Room-Upper: FOR OFFICE USE ONLY: Application received on: Request Approved: Comments:	Room to be used for:		
FOR OFFICE USE ONLY: Application received on: Request Approved: Comments:	Room Requested (please o	check one):	
Application received on: Comments:	Meadows Room:	Board Room: Small	Room-Upper:
Application received on: Comments:	EOR OFFICE LISE ONLY:		
Request Approved:Comments:			
Request Denied:Comments:	kequest Approved:	Comments:	
	Request Denied:	Comments:	
Village Administrator:	Village Administrator:		