



APPLICATION FOR USE OF COUNCIL CHAMBER / COMMUNITY ROOM

The Council Chamber is only available for rental to local governmental agencies and homeowners or neighborhood associations within Garden City. The Council Chamber will not be rented out for catered parties. No A/V equipment will be available for use.

The Council Chamber is only available Tuesday – Thursday between 9:30 AM – 7:30 PM.
Please call 208-472-2909 to check room availability before submitting your application.

Group or entity name: _____ Contact name: _____

Phone #: _____ Email: _____

Address: _____

Date room needed: _____ Hours room needed: _____ to _____

Intended use for the room (e.g., HOA meeting, etc.): _____

The Council Chamber/Community Room and City facilities must be returned to their original condition after use. Your group shall also be held responsible for actual damage and cleaning costs not attributable to standard wear and tear. Misuse of City facilities may result in your permanent discontinuation of use. Tables and chairs are available for use. Please plan on doing your own setup and cleanup.

Hours of availability are 9:30 AM – 7:30 PM Tuesdays, Wednesdays, and Thursdays. Please ensure attendees have vacated the building by 8:00 PM when the building is locked up.

Estimated number of attendees _____

All applications must be accompanied by the applicable fees below.

☒ \$25 non-refundable maintenance fee

☒ \$50 for the first 2 hours, including setup

☐ \$15 per additional hour or portion thereof, including cleanup time.

Please print, sign, and return with payment to:

City of Garden City
Attn: City Clerk's Office
6015 N Glenwood Street
Garden City, ID 83714

Signature of Responsible Party

Date

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Approved:

City Staff

Date approved

☐ Fees paid \$ _____

☐ Add to Chamber Calendar

☐ Add to Reminder Calendar