



APPLICATION FOR USE OF COUNCIL CHAMBER / COMMUNITY ROOM

The Council Chamber is only available for rental in accordance with the chamber policy. 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.): _____

NOTICE TO ALL USERS:

The City Council Chambers and City Hall Conference Room(s) are designated primarily for the conduct of official City of Garden City business. The City reserves the right to cancel or modify reservations if unforeseen City business requires the use of these facilities. By reserving these facilities, users acknowledge and accept this condition.

Tables and chairs are available for use, so please allow time for setup and cleanup. Please ensure attendees have vacated the building by 8:00 PM.

Signature of Responsible Party Date

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

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