



**MEETING ROOM REQUEST FORM**

Meetings are subject to approval by the City Clerk's Office. You should not advertise your meeting or assume your request has been approved until you receive confirmation from staff.

**Meeting Information**

Name of Organization \_\_\_\_\_

Person Responsible During the Meeting \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Subject or Purpose of the Meeting \_\_\_\_\_

Government Agencies, generally, are exempt from room use fees, cleaning fee may apply.

**City Hall Cowles Council Chambers** (accommodates up to 37 people) \_\_\_\_\_ **Initial here**  
\$30 per hour with a 2 hour minimum, maximum fee of \$150 per day

**City Hall Conference Room** (accommodates up to 15 people) \_\_\_\_\_ **Initial here**  
\$15 per hour with a 2 hour minimum, maximum fee of \$75 per day

**Cleaning Fee** If the Facility is not left as found, an additional fee of up to \$60 may be applied. \_\_\_\_\_ **Initial here**

Requested date(s) \_\_\_\_\_

Start Time \_\_\_\_\_ (include set-up) End Time \_\_\_\_\_ must be out of room by this time

**Equipment Needs**

Communication/Media \$30 Set up Charge \_\_\_\_\_ **Initial here**

Communication/Media Equipment Needed

Teleconference Capability	TV & Connection to Personal Computer
Wireless Internet Connection	Apple PC
TV & City Hall Computer	HDMI Connector
Video Conference (Skype, GoToMeeting, etc.)	Yes No
Audio Audio Recording	

OTHER

- Tables
- Tea Kettle/Coffee Pot
- Flip Chart

I understand that the above listed fees apply for room rental, media set up, and cleaning. I also understand that if the meeting is after regular business hours I will check out a key from the City Clerk's Office the day of the meeting no later than 4:45 p.m.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit this form to the Clerk's Office, fax to 907-235-3143 or email clerk@ci.homer.ak.us

TENTATIVE ON CAL      APPROVED      CONFIRMED      ON CALENDAR      ATTENDANCE ?