



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 ?