



**Public Meeting Space Reservation Request and Agreement**

33 East Broadway Avenue ♦ Meridian, Idaho 83642 ♦ (208) 888-4433 ♦ [www.meridiancity.org](http://www.meridiancity.org)

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Rental Dates (s): \_\_\_\_\_

Rental Hours: From: \_\_\_\_\_ To: \_\_\_\_\_

**\* Rental hours include necessary time for set-up, take down, and cleanup for the meeting.**

Meeting Topic: \_\_\_\_\_

Meeting Description: \_\_\_\_\_

\_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

If different from applicant, name of person accepting responsibility for room reservation:

\_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

**Please note that the applicant and/or responsible party must be in attendance at the meeting and shall be responsible for all set-up, takedown, and return of tables and chairs, to their proper location in accordance with the floor plan provided by the City.**

