



# Community Room Reservation Application

## Organization Information

Organization Name:			
Nature of Organization (please check one)	<input type="checkbox"/> School District of Altoona <input type="checkbox"/> Other Group <input type="checkbox"/> Altoona Community Non-Profit Organization		<input type="checkbox"/> City Resident <input type="checkbox"/> Non-resident
Name of Responsible Party:			
Telephone	(H) _____	(W) _____	(C) _____
Address:			

## Event Information

Purpose of Event (please check one):	<input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Conference <input type="checkbox"/> Other (please explain)		
Number of attendees:		Date(s) of Event:	
Start Time:		End Time:	

Fees:	School District of Altoona	Altoona Community Non-Profit Organization	City Resident	Non-Resident	Other Group
Deposit	N/A	\$50.00	\$50.00	\$50.00	\$50.00
Up to 4 hours	N/A	N/A	\$10.00	\$15.00	\$15.00
Over 4 hours	N/A	N/A	\$15.00	\$25.00	\$25.00

**By signing this reservation application I acknowledge that I have read and understand the following:**

The Community Room is designated as a place to hold organized group meetings and/or seminars. The Community Room is not for social gatherings or parties. The room is rented on a first come, first served basis. The submitted \$50 deposit secures the reservation. Any damages made to the Community Room or any of its contents will be repaired or replaced as appropriate and charged at the fair market or labor rate to the Responsible Party listed above. Please see Rules and Regulations on reverse of this sheet.

Please submit cash or check for the room rental fee (see fee table above). Please submit a separate check for the room deposit. Provided there are no damages, the deposit check will not be processed and will be returned to you within 30 days after the date of your event.

Signature of Responsible Party \_\_\_\_\_

Date \_\_\_\_\_

**Return this form along with your \$50 deposit and room fee to:  
City of Altoona, Community Room Rental, 1303 Lynn Avenue, Altoona, WI 54720**

**Please do not write in the space below. Thank you.**

## Reservation Confirmation

\$50 deposit collected:		Room fee collected:		Date:	
Clerk's Signature:					



**Policy Title:** Community Room Use & Rental Fees

**Date Adopted:** February 24, 2011

The City of Altoona is fortunate to provide space, which is available for use by City Departments, the Altoona School District, and the general public. The space, generally referred to as the "Community Room" at City Hall, is available during City Hall & Library operating hours. The room may be used for meetings, conferences, training sessions, etc. The room may not be used for private social events such as parties, weddings, bridal or baby showers, class reunions, luncheons, etc.

The following apply to the reservation and use of the Community Room:

**Priority of Use**

The use of the Community Room is based on the following use priorities:

- Priority 1) City Offices and Department Meetings
- Priority 2) Altoona Public Library
- Priority 3) School District of Altoona
- Priority 4) Altoona Community Nonprofit Organizations
- Priority 5) General Public – City Residents
- Priority 6) General Public – Non-City Residents
- Priority 7) Other Groups

**Hours of Use**

The Community Room is available during the following hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Open</b>	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	9:00 am
<b>Close</b>	8:00 pm	8:00 pm	8:00 pm	8:00 pm	6:00 pm	5:00 pm

The Community Room is not available on Sundays or holidays.

**Reservations**

The City Clerk shall appoint a staff person as the "Community Room Coordinator". Such person shall prepare and maintain a reservation system for use of the Community Room.

The Altoona Public Library shall, by December 15 of each year, reserve space in the Community Room for the period of January 1 through June 30. The Altoona Public Library shall, by June 15 of each year, reserve space in the Community Room for the period of July 1 through December 31.

Following the posting of the reservations submitted by the Altoona Public Library, the Community Room may be reserved on a first-come, first-served basis. Such reservations may not be made more than sixty (60) days in advance of the scheduled date for the event.

All reservations shall be confirmed in writing by the City Clerk's Office. The Community Room Coordinator shall grant priority to reservation requests in accordance with the priorities noted above.

**User Fees**

A deposit and fee-schedule shall apply to all use of the Community Room by users other than City Departments or the Altoona Public Library. The deposit and fee schedule shall be as follows:

	School District of Altoona	Altoona Community Non-Profit Organization	City Resident	Non-Resident	Other Group
<b>Deposit</b>	N/A	\$50.00	\$50.00	\$50.00	\$50.00
<b>Up to 4 hours</b>	N/A	N/A	\$10.00	\$15.00	\$15.00
<b>Over 4 hours</b>	N/A	N/A	\$15.00	\$25.00	\$25.00

The Clerk's Office shall hold the deposit at the time the reservation is made and return the deposit within thirty (30) days of the event provided that no damage has occurred.

User fees are not subject to refund should the event be cancelled.