

FACILITY USE REQUEST FORM

Thank you for your interest in using City of Mason public meeting space. Maintaining a safe environment for the residents and businesses of Mason is a top priority. For your safety, the City has established a policy for room usage and rooms are monitored and recorded. We ask that everyone using a meeting room review the policy as violations of the policy can lead to the denial of future meeting room requests and forfeiture of security deposit. City of Mason public meeting rooms are intended to provide occasional meeting space for a variety of groups conducting organizational business. While the City attempts to maximize facility use, it is recommended that organizations not rely on consistent and frequent use of these facilities. Meeting rooms in the Municipal Center are a wonderful community asset. We encourage the use of the rooms in a manner that is safe for all patrons to enjoy.

Name: _____

Address: _____

Phone: _____ Email: _____

Sponsoring Organization: _____

Organization Address: _____

Date(s) Requested: _____ Room Requested: _____

Time of the Event (including set up): _____ to _____ Approximate Attendance: _____

Brief Description of Event/Activity: _____

Please review the questions below and check all that apply.

1. Organization Type:

- City Sponsored
- Private Organization

- Community Service Organization
- Commercial Business

2. Is your organization a non-profit? Yes No

If checked yes, please provide relevant information or literature supporting your non-profit status.

3. Will children under 12 years of age be present? Yes No

4. Will food or refreshments be served? Yes No

5. Will you be attending the meeting? Yes No

6. Has your group used the room 4 times this year? Yes No

I have read and accept the terms, rules and guidelines for use of public meeting space provided by the City of Mason.

Signature: _____ Date: _____