



**APPLICATION FOR USE OF COUNCIL CHAMBER / COMMUNITY ROOM**

Use of the Garden City Council Chambers is available at no charge to official City related groups, committees, and commissions. The Council Chambers will not be rented out for catered parties.

Rental of the room is available to local governmental agencies and homeowner or neighborhood associations within Garden City. Use of the room is prohibited by groups and entities other than those listed above. If using your own laptop, please bring your HDMI cable or adapter.

Group or entity: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Date room needed: \_\_\_\_\_ Time requested: \_\_\_\_\_ : \_\_\_\_\_ to \_\_\_\_\_ :

Intended use for facility (e.g., homeowner association meeting, etc.): \_\_\_\_\_

The Council Chamber/Community Room and City facilities must be returned to their original condition after your use, or your group or entity will be held responsible for all charges incurred by the City for doing so. Your party shall also be held responsible for all damage and cleaning costs not attributable to standard wear and tear, including damage and cleaning costs exceeding the \$100.00 deposit. Misuse of City facilities may result in the permanent discontinuation of use. Tables & chairs are available for your use. Please plan on doing your own setup & cleanup. All applications must be accompanied by fees at right:

- \$100 refundable deposit
- \$25 non-refundable maintenance fee
- \$50 for the first 2 hours
- \$15 per additional hour

**Please print, sign, and mail with payment to:**  
 City of Garden City  
 Attn: Susanna Smith  
 6015 Glenwood Street  
 Garden City, ID 83714

\_\_\_\_\_  
 Signature of responsible party      Date

**Do Not Write Below This Line – For Office Use Only**

Approved:

- \$100 refundable deposit
- \$25 non-refundable maintenance fee
- \$ \_\_\_\_\_ Room rental fees (see above)
- added to calendar \_\_\_\_\_

\_\_\_\_\_  
 City Clerk      Date