

**BOOKINGS
CITY HALL EXTERIOR**

AREA OF CITY HALL BEING REQUESTED: (please circle)

Plaza (front)

Steps

Parking Lot (rear)

Other: (please explain)

REASON: (please explain intended use)

WHEN: (please give date(s) and time(s))

ORGANIZATION:

CONTACT NAME, ADDRESS AND TELEPHONE (E-MAIL):

EQUIPMENT REQUIREMENTS: (i.e. podium, microphone)

COUNCIL REPRESENTATION REQUESTED:

SIGNATURE:

FOR OFFICE USE ONLY:

DISTRIBUTION: (please list any additional staff)

Approved by City Manager, Jim Harrold _____

Signature

c: Craig Ruppenthal, Facilities Manager
Clerk's