

# City Hall Facility Request Form

1 East 1<sup>st</sup> Street | Reno, Nevada 89501  
(775) 334-2020

- 1) Complete and sign City Hall Facility Request Form.
- 2) Submit City Hall Facility Request Form to **City Manager's Office**.
- 3) If required, submit \$50 deposit to the **City Clerk's Office**.

Facility Requested (check one):  Council Chambers (1<sup>st</sup> Floor)  
 Caucus Room (7<sup>th</sup> Floor)

Date Requested: \_\_\_\_\_

Time Requested (including prep.) From: \_\_\_\_\_ To: \_\_\_\_\_

Meeting Purpose: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_  Food/Beverage Available  IT System Use

Contact Person: \_\_\_\_\_

Government Entity or Non-Profit Organization: \_\_\_\_\_

EIN or 501(c)(3) Number: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*I hereby state that I have read the General Rules for Use of City Hall Facilities of the City of Reno relative to the use of the identified City Hall Facility and agree to all rules therein stated and that the intended meeting meets all the criteria stated therein. My organization agrees to indemnify, defend, and hold the City of Reno and its employees harmless from any claim made arising during or because of our use of the building. We will not hold the City of Reno responsible for any injury or illness sustained while participating in an activity at the building. I fully understand that medical insurance is the sole responsibility of the participants. I, the undersigned, have the authority to sign this agreement on behalf of my organization.*

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

City use only:

Reviewed by IT: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved by CMO: \_\_\_\_\_ Date: \_\_\_\_\_

Security Cost: \_\_\_\_\_ Equipment Cost: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
Deposit Refund: \_\_\_\_\_ Date: \_\_\_\_\_