

**City of Bowie
Room Use Application**

Name of Organization: _____ Date of Application: _____

Organizations Mailing Address: _____

Name/Title of Contact Person: _____

Organizations Mailing Address: _____

Telephone: (check box for Primary) Home Work Cell _____

E-mail: _____

Date(s) Requested: _____

Time(s) requested: _____ Number of Persons to attend: _____

Special Requests/Comments: _____

Regularly scheduled (staffed) hours: City Hall & Kenhill Center: Mon-Thurs 5:30-9:30 p.m.,

Both buildings will be closed Sundays and City holidays.

Room Requested (Select one):

Kenhill Center

Bowie City Hall

____ CR# 121* ____ CR# 125

____ CR# 181 (not available Monday nights)

____ CR# 123 ____ CR# 126 ____ 101/MP Room*

____ CR# 201* ____ CR# 243

*No food or beverages are allowed in CR # 201 at City Hall or KC # 101/MP Room at the Kenhill Center

Is your organization a Bowie-based group? Yes _____ No _____

Was your organization founded by Charter, by-laws, or similar document? Yes _____ No _____

Are you requesting permission for food and/or drink? Yes _____ No _____

Meeting Title: _____

Please provide two additional contacts for your organization that are authorized to make/cancel reservations:

Alternate contact #1: Name: _____ email: _____ phone: _____

Alternate contact #2: Name: _____ email: _____ phone: _____

In submitting this application, I hereby confirm that I am familiar with the Room Use Application and Rules & Reservation Procedures. I will comply with all applicable provisions and acknowledge that I (and/or my organization) will be subject to payment of rental, custodial, and damage deposit based upon our user category and the event being scheduled.

The User warrants that all of the information provided to the City concerning User's organization and participants is accurate. Further, the User agrees to indemnify, defend and hold the City harmless from and against any demand, claim, suit or liability arising in any way from the use of the facility by the User or its participants, including but not limited to, reasonable attorney's fees incurred by the City.

Date

Signature of Contact Person