

**VILLAGE OF BALSAM LAKE
MEETING ROOM RESERVATION REQUEST FORM**

I, _____, an adult, request to use a Municipal Building or Fire Hall meeting room on (date) _____ from (Starting time): _____ to (Ending time): _____.

Please indicate the group/individuals that will utilize the room and the general purpose (For example: Village of Balsam Lake Eagle Association, annual meeting):

- I have read and agree to abide by the regulations and procedures set forth in Policy 1.1 Meeting Room Policy. I understand that meeting room reservations are not guaranteed and may be canceled at any time at the discretion of Village Staff. I understand that I am responsible for the use of the meeting room during the reserved time and will pay for damages/cleaning as described in the Policy.
- It is understood that the Village of Balsam Lake, Balsam Lake Fire Department, Balsam Lake Centuria Police Department and the Balsam Lake Library assumes no responsibility whatever for any property placed in the Municipal Building or Fire Hall in connections with a meeting/event/exhibit/display; and that the Village of Balsam Lake, Balsam Lake Fire Department, Balsam Lake Centuria Police Department and the Balsam Lake Library is hereby expressly released and discharged from any and all liability for any loss or injury, or damage to persons or property which may be sustained by reason of a meeting/event/exhibit/display.
- The fact that a group is permitted to use a Municipal Building or Fire Hall meeting room, does not in any way constitute endorsement of the group's policies or beliefs by the departments. No advertisements or announcements implying such endorsements will be permitted.

Signature of Applicant	Date & Time Requested
Name: _____	Email: _____
Address: _____	Phone: _____
Alternate Representative: _____	Phone Number: _____

Received by: _____ Requested room:
Municipal Building West Meeting Room: _____
Village West/ Main Community Meeting Room: _____
Fire Hall Meeting Room: _____