

# CITY OF ATHENA COMMUNITY ROOM RESERVATION FORM

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

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Alternate Ph. #: \_\_\_\_\_

Reservation Date(s): \_\_\_\_\_

Reservation Times: \_\_\_\_\_

Reason for Reservation: \_\_\_\_\_

**Charges:** The city does not charge a fee to reserve this room. *This room is for the use of the citizens of Athena and we ask if your event is after normal business hours, to please obtain a key prior to event. Key must be returned to City Hall within one business day.*

I acknowledge I have read this form. Signature: \_\_\_\_\_

We would appreciate it if you would inform the city if your plans change by either calling

**541-566-3862; faxing to 541-566-2781**  
**or by e-mail to: [cityhall@cityofathena.com](mailto:cityhall@cityofathena.com)**

**RESERVATIONS ARE ON A FIRST COME FIRST RESERVE BASIS**  
***Please note: This room will not be available the evenings of the second Wednesday and Thursday, nor all day on the Third Tuesday of each month.***  
***The Planning Commission, City Council, Cemetery District and Municipal Court are set meeting dates and times on those days.***

THE CITY OF ATHENA WELCOMES YOUR RESERVATION AND ASKS THAT YOU  
PLEASE OBSERVE THE FOLLOWING:

- Alcoholic beverages are prohibited.
- Please put all garbage in the containers provided.
- Please leave the room as you found it.

**Thank you!**