

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

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!