



City of Hoonah

P.O. Box 360 Hoonah, AK 99829 (907) 945-3663 Fax (907) 945-3445

RULES & REGULATIONS FOR USE OF CITY HALL - Use of City Hall is subject to cancellation should governmental need arise.

- Available to civic groups only.
- No food or beverage is allowed.
- Groups must provide their own materials.
- If the form is returned by mail or email, allow 3 days for confirmation of your request.
- Reservations are not taken more than 3 months in advance.

PLEASE COMPLETE THE FOLLOWING INFORMATION

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

SECOND CONTACT PERSON: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_

TIME OF MEETING: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NUMBER OF PERSONS TO ATTEND: \_\_\_\_\_

Complete the form then return to City Hall in person, by mail, or email to [info@cityofhoonah.org](mailto:info@cityofhoonah.org). If there are any changes to the information once submitted, call 907-945-3663. We also recommend calling one week in advance to confirm your arrangements.

RELEASE

The undersigned does hereby release the City of Hoonah, its officers, employees, and agents from any and all liability for use of the City Hall, 300 Front Street, Hoonah, AK

by \_\_\_\_\_ on \_\_\_\_\_  
Organization Event Date

The undersigned further represents that he/she/they will use the City Hall in a safe and careful manner and in accordance with all applicable Rules & Regulations for its use.

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

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