



# Board Room Reservation Form

**\$25.00 fee due for four (4) hour block of time, (cash or check)**

5490 Fifth Street  
Cottleville, Mo 63304

Ph: 636-498-6565  
Outdoor drop box at City Hall

Responsible Party Contact Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Group/Organization Name \_\_\_\_\_

Describe Usage of Board Room \_\_\_\_\_

Email Address \_\_\_\_\_ Approx. # of attendees \_\_\_\_\_

Event Date \_\_\_\_\_ \*Time event to BEGIN \_\_\_\_\_ \*Time event to END \_\_\_\_\_

- **Cottleville Subdivision HOA, please update City Hall with current HOA Trustee contact information.**
- ***Cottleville Subdivision HOA meeting reservations are exempt from the \$25.00 fee. \*Proof of Residency is Required\****

I, the undersigned, accept full responsibility for the usage of the above named property for my group and/or organization. I will accept full responsibility for any damage to the indoor/outdoor facilities [to include structures, tables, benches, chairs, or fixtures]. As well as disposing of any and all trash my group should acquire. I understand my group/organization is expected to leave the Board Room clean and furniture placed as it was originally found.

X  
Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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COTTLEVILLE OFFICE USE							
Date Form Received:					Check No:		
Fee Receipt No:					Addition Fee for Damages:		
Total Amount Paid: \$					Notes:		