



Pevely City Hall

Boardroom Request Form

Name: _____ Phone: _____

Address: _____

Email Address: _____

Date Requested: _____ Time Requested: _____

Reason for room usage: _____

Room requested (circle one): Room A Room B BOA Room

Day of Contact:

Name: _____ Phone: _____

BY SIGNING BELOW, I (WE) AGREE TO ABIDE BY THE CITY OF PEVELY CODE AND WILL BE RESPONSIBLE FOR CONDITIONS PLACED ON THIS PERMIT. THE CITY OF PEVELY IS NOT LIABLE FOR ANY DAMAGES, SICKNESS, OR INJURIES THAT OCCUR ON THE PROPERTY.

Applicant signature: _____ Date: _____

When arriving for your afterhours reservation, please see Dispatch for entry into the building. The person who signed is responsible for letting Dispatch know when the rental is over so that the building doors can be locked. Failure to do so will result in cancellation of future rentals or no future use of the building.

Approved by: _____ Date: _____