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RAY ROBISON COMMUNITY HALL 206 WEST COMMERCIAL RESERVATION APPLICATION

NAME: _____

ADDRESS: _____

MAILING ADDRESS: _____

PHONE: _____

EMAIL: _____

REQUESTED
DATE(S) OF USE: _____

TYPE OF USE: _____

WILL THERE BE ALCOHOL: CONSUMED? Yes No SOUND SYSTEM? Yes No

HOURS OF USE: FROM: _____

TO: _____

***THE CITY REQUIRES A \$150 CLEANING DEPOSIT** WITHIN 10 BUSINESS DAYS OF THE REQUEST IN ORDER TO KEEP THE BOOKING YOU REQUESTED. FOR SAFETY REASONS NOTHING IS ALLOWED TO BE HUNG FROM THE CEILING. CLEANING DEPOSIT WILL BE FORFEITED IF CEILING TILES ARE DISRUPTED, CLEANING IS NOT COMPLETED, AND/OR COMMUNITY HALL KEY IS NOT RETURNED TO THE DROP BOX AFTER YOUR RESERVATION DATE.

SIGNATURE OF APPLICANT: _____

COUNCIL APPROVED: ALCOHOL VARIANCE: Yes No

NOISE VARIANCE: Yes No

SIGNATURE OF CITY REPRESENTATIVE: _____

NOTES: _____

Walkthrough performed by city employee prior to event. (checklist on back of application) Yes No Initials _____

Walkthrough performed by city employee after event. (checklist on back of application) Yes No Initials _____

COMMUNITY HALL USAGE RATES

INITIAL, REFUNDABLE \$150 CLEANING DEPOSIT -----

NON-PROFITS \$44.00 PER DAY + \$2.64 USE TAX -----

PRIVATE & GOVERNMENTS 5 HOURS OR LESS \$88.00 + \$5.28 USE TAX -----

PRIVATE & GOVERNMENTS 5.5 HOURS OR MORE \$165.25 + \$9.92 USE TAX ---

CAPACITY 250 PEOPLE, 21 TABLES, 203 CHAIRS

Total:--

Collected	Date	Initial
\$		
\$		
\$		
\$		
\$		

OFFICE USE ONLY

ITEM TO PERFORM	PRIOR TO EVENT	INITIALS	AFTER EVENT	INITIALS	NOTES
ALL TRASH REMOVED - (STREAMERS, SIGNS, BANNERS, STAPLES, TACKS REMOVED)	<input type="checkbox"/>		<input type="checkbox"/>		
FLOORS SWEEPED (MOPPED AS NEEDED)	<input type="checkbox"/>		<input type="checkbox"/>		
BATHROOMS CLEANED SINK AREA WIPED DOWN FLOORS CLEANED	<input type="checkbox"/>		<input type="checkbox"/>		
KITCHEN CLEANED COUNTERS, STOVE, REFRIGERATOR, SINK AREA WIPED DOWN	<input type="checkbox"/>		<input type="checkbox"/>		
WINDOWS & WINDOWSILLS AS NEEDED	<input type="checkbox"/>		<input type="checkbox"/>		
THERMOSTATS RETURNED TO 60 DEG.	<input type="checkbox"/>		<input type="checkbox"/>		
ALL TABLES AND CHAIRS REPLACED	<input type="checkbox"/>		<input type="checkbox"/>		
ALL DOORS LOCKED	<input type="checkbox"/>		<input type="checkbox"/>		
KEYS CHECKED OUT - RETURNED TO DROP BOX	<input type="checkbox"/>		<input type="checkbox"/>		

ADDITIONAL NOTES:

MAINTENANCE ITEMS:

Contacted Public Works regarding maintenance items on: DATE: _____