

**Application for Approval of Eligibility to Use
Gallatin City Hall Facilities**

- Private organizations must complete this application annually and submit it to the Mayor's Office to obtain eligibility for use of Gallatin City Hall facilities. This application shall be submitted at least two weeks but not more than eight weeks prior to the date for which an initial reservation is requested.
- City Hall facilities will be available for public and private meeting purposes, civic purposes, to organizations whose memberships substantially include Gallatin residents or whose purpose is to provide services to Gallatin residents.
- City Hall facilities shall not be used for commercial enterprise, private ceremonies, religious ceremonies, any profit making activity not consistent with the general business purpose of the building.
- Once an organization is determined to be eligible, the organization must then complete a Reservation Agreement and submit it, along with rental fee, to the Mayor's Office. A Reservation Agreement must be completed for each requested use of a City Hall facility.
- Eligibility and reservation requests are not approved until the Mayor's Office has so advised the requesting agency.

Date of Application

Date Facility Requested

Name of Organization

Address City/State

Phone

E-mail address

Contact Person

Title/or Role with Organization

**Name and contact information for person responsible for payment of rental fees
(if different from above)**

Purpose of organization

**Activities to be conducted in City Hall (if more space required, please use back of
form)**

**The person representing the above named organization has read and agrees to the
Policy for Public Use of City Hall.**

Signature

Date

For City Use Only:

_____ **Approved**

_____ **Not approved**

Mayor's signature