



City of Athena

Community Room Reservation Form

302 E Currant Street
PO Box 686
Athena, OR 97813
Telephone (541) 566-3862
Fax (541) 566-2781
www.cityofathena.com

The city does not charge a fee to reserve the community room. If your event is after normal business hours, please obtain a key prior to event from City Hall. Key must be returned to City Hall within one business day.

RESERVATIONS ARE ON A FIRST COME FIRST RESERVE BASIS

Please note: This room will not be available the evenings of the second Wednesday and Thursday, nor all day on the Third Tuesday of each month. The Planning Commission, City Council, Cemetery District and Municipal Court are set meeting dates and times on those days.

Contact/Request Information

Name: _____ Phone Number: _____

Address: _____

Reservations Date(s): _____ Reservation Time: _____

Reason for Reservation: _____

Please call City Hall if your plans change.

The City of Athena welcomes your reservation and asks that you please observe the following:

- Alcoholic beverages are prohibited
- All garbage must be emptied and placed in garbage bin in front of city hall (new garbage bags located in bottom of bin)
- It is your responsibility to clean the room after use: (vacuum carpet, wash and put away all dishes, wipe down tables, place tables/chairs as you found them)
- Do not change the thermostat
- Turn lights off and lock all doors
- Keys must be returned to City Hall (if open) or placed in Dropbox before you leave the premises
- Refundable deposit may be required for groups of 25 or more or events held after regular business hours

Thank you!

Applicant's Signature: _____ Date: _____