



Cedarburg Police Department, W75N444 Wauwatosa Road, Cedarburg, WI 53012
Phone: (262) 375-7620 Fax: (262) 375-7624 Email: cpd@ci.cedarburg.wi.us

APPLICATION FOR USE OF COMMUNITY MEETING ROOM

Name of Organization: _____

Address: _____

Date(s) Requested: _____ Number Expected to Attend: _____
(maximum allowed 69)

Time (including setup): from _____ to _____

Purpose of Meeting: _____

Person in Charge: _____

Address: _____ Telephone: _____

Email: _____

Signature of Person in Charge

Date



FOR OFFICE USE ONLY

City Action on Request:

Granted: Yes _____ No _____ Date(s) _____ Time: _____

Fees: Rental _____

Custodian _____

Deposit _____

TOTAL _____

Authorized Signature

Date

Confirming letter or e-mail sent: _____

Rental Paid: _____

NOTE: Rental of the meeting room should not be considered a sponsorship or endorsement by the City of Cedarburg.



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HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

In consideration of the use of meeting room/space provided at the Police Station, W75 N444 Wauwatosa Road, by the City of Cedarburg (“City”),

the responsible party _____

address _____,

their successors and assigns agree to indemnify and save and hold the City, its successors and assigns, harmless from and against any claim, damages assessment, liability, loss, penalty, charge, cost or deficiencies including, but not limited to reasonable attorney fees and other costs and expenses, remedial actions, proceedings or investigations or the defense of any claim arising out of or resulting from the use of the Community Meeting Room at the Cedarburg Police Station.

It is understood that the applicant assumes financial responsibility for any damage to municipal property or facilities arising out of or resulting from the use of the meeting room.

IN WITNESS WHEREOF, the parties have executed this Agreement, or caused this Agreement to be executed by their respective officers on the ____ day of _____, 20__.

APPROVED FOR RESPONSIBLE PARTY

APPROVED FOR CITY OF CEDARBURG

RESPONSIBLE PARTY

CITY OF CEDARBURG,
a Wisconsin Municipal Corporation

Witness: _____

By: Chief of Police Thomas J. Frank

Witness: _____

Attest: _____

While every effort is made not to cancel an existing reservation, Cedarburg Police Department and/or City of Cedarburg use of the room supersedes any reservation your group may have. We will make a concerted effort to not cancel an existing reservation, but when the need arises, we will give your group as much advance notice as possible.

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