

# ASSEMBLY ROOM USAGE

## REQUEST FORM

City of Hendersonville Operations Center  
305 Williams Street  
Hendersonville, NC 28792  
(828) 697-3084  
(828) 697-3089 Fax

**Intent:** The primary purpose of the Assembly Room is to offer meeting space to local governments or other citizens groups to meet who are serving either a public interest or performing a quasi-governmental purpose. Examples would include United Way, City neighborhood associations within the City Limits, and groups who are serving a large public as opposed to a private or individual interest. City of Hendersonville Department's, City Boards and Committees will have first priority use over assembly room. **The Building Usage fee for the Large Assembly Room is \$50 + tax for (8am-5pm) or \$25.00 + tax for (5pm-10pm). The Building Usage fee for the Small Conference Room is \$10.00 + tax for (8am-5pm) or \$5.00 + tax for (5pm-10pm).**

Today's Date: \_\_\_\_\_

Requestor: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

Purpose of Meeting \_\_\_\_\_

Number of People Attending \_\_\_\_\_

Date Requested \_\_\_\_\_

Time(s) Needed \_\_\_\_\_

**\*Parking Spaces limited to 18, if you need more than 18 please make arrangements with us in advance.\***

Description of Groups Intent:

**\*Computer/Audio Visual Needs: Request for Audio/Visual needs should be made in advance by at least 2 weeks of date of meeting.**

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

\_\_\_\_\_  
Public Works Representative

\_\_\_\_\_  
Date