



CEDARBURG POLICE DEPARTMENT  
W75 N444 Wauwatosa Road  
Cedarburg, WI 53012  
Phone: (262) 375-7620  
Fax: (262) 375-7624

## APPLICATION FOR USE OF COMMUNITY MEETING ROOM

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

Address: \_\_\_\_\_  
Street City State Zip

Date(s) Requested: \_\_\_\_\_ Number Expected to Attend: \_\_\_\_\_  
(maximum allowed 50)

Time (including setup): from \_\_\_\_\_ to \_\_\_\_\_

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

Person in Charge: \_\_\_\_\_

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

\_\_\_\_\_  
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 sent: \_\_\_\_\_ Rental Paid: \_\_\_\_\_

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