

City of Port Huron
Municipal Office Center
Meeting Room Request
 (For nonprofit organizations or City events)

Dept./Group/Organization		Room	
Meeting date(s)		Setup start time	Meeting start time
End time			
Attendees expected?	Meeting purpose		
Contact person		Contact number	
Street Address, City, State & Zip		Email address	

SERVICES REQUIRED**

Tables needed?	Chairs needed?	Will you need the microphone system?
List any special configurations for the tables/chairs?		

FEES

Monday - Thursday, 8:00 a.m. to 8:30 p.m. No charge
 Friday, 8:00 a.m. to 7:30 p.m. No charge
 Saturday and Sunday or after regular hours \$25/per one-hour increments
 Room charge for events imposing an admittance fee \$150

AGREEMENT

It is understood and agreed that no food or beverages will be brought in by outside groups. The City also reserves the right to cancel a room request at any time with or without notice for City-Council meetings and/or other unavoidable circumstances.

It is further understood and agreed that that the City of Port Huron, a Michigan Municipal Corporation, and its employees assume no responsibility for any injury or property damage or loss that may be suffered during the use of said meeting room by the participants and that the undersigned assumes all risk for personal injury or loss or damage to property.

Signed: _____

(Below for office use only)

Copies for distribution to: MOC Maintenance - 2 City Clerk - 1	Request received on: _____ Fees received _____
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Return completed form to:
 Office of the City Engineer, 100 McMorrان Boulevard, Port Huron, MI 48060
 Phone: 810-984-9730 • Fax: 810-984-2463