Please email completed form to mquilty@citymarket.coop for consideration.

**Today’s Date:**

**Organization:**

**Non-Profit 501(c)(3):** Yes (please supply certificate of exemption) No

**Not a non-profit or vendor partner**? Please provide the Member number of the contact person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person(s):**

**Mailing Address:**

**Phone Number(s):**

**Email:**

**Organization’s Website:**

**Description of Meeting or Event:**

**Date of Meeting or Event:**

**Specific Time Requested (please include full block of time that you are interested in reserving the space, including set-up and clean up time):**

**Number of**

**People Attending:**

**Will this event be open to the public? If not, who will be attending?**

**Will you need access to a computer?**

\*Please note that we have a 55” monitor available for displaying presentations but do not offer a projector option.

**Special Needs or Requests:**