

# Escalante Community Center Multi-Generational Facility

## ROOM RESERVATION REQUEST 2010



2150 E. Orange St. Tempe, AZ 85281

www.tempe.gov/escalante

Phone: 480-350-5800 Fax: 480-350-5815

### RESPONSIBLE PARTY INFORMATION

Last Name	First Name	Business Phone	Cell/Home Phone

### ORGANIZATION INFORMATION

Organization Name:					
Mailing Address	City		St	Zip	
Business Phone	Fax	Email Address			
Is the Organization Non-Profit?	Yes	No	Will selling or promoting a commercial product or service take place during the meeting/event?	Yes	No

### MEETING INFORMATION

Description of Meeting/Event:					
Number of Attendees:		# of Tables Needed:		# of Chairs Needed:	
Will food/drink or arts & crafts be used?	Yes	No	Target Group(s):	Children	Teens Adults 18+
Any special requests/needs:					

### ROOM RESERVATION POLICIES

- Use of facility for religious services , political purposes or profit-making functions is prohibited.(City Code section 23-57)
- A Tempe resident must be designated as the "Responsible Party", complete this form and MUST be present during the entire meeting/event.
- All requests must be submitted a minimum of 2 weeks prior to the event. Please allow 1 week for this application to be processed.
- This application is not final approval of your event, including date and location. You are not authorized to advertise an event in a City of Tempe facility until you have received written confirmation. Your request should include time for setup and take down.
- The organization is responsible for their own setup, cleanup and returning any furniture to its original position.
- The organization must check-in at the front desk, pick up an attendance form and return it completed before leaving the facility.
- Selling or promoting a commercial product, service or anything for personal gain is prohibited.
- No smoking or alcoholic beverages are permitted in the facility.
- Any changes or cancellations of reservations must be made ONLY by the responsible party. If a cancellation is necessary, call and notify the facility at least 48 hours prior to the event. Three no-shows could result in termination of scheduled use.

**I have read the Room Reservation Policies and will ensure, as the Responsible Party of the meeting/event, which all members in charge will also read and adhere to these policies.**

Signature of Responsible Party

Date

<b>FOR OFFICE USE ONLY</b>	<b>DATE RECEIVED:</b>		<b>RESERVATION #:</b>	
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BEGIN RESERVATION REQUESTS

TIME PERIOD

HOURS AVAILABLE

November 2, 2009  
February 8, 2010  
May 10, 2010  
August 9, 2010

January, February, March 2010  
April, May, June 2010  
July, August, September 2010  
October, November, December 2010

**Monday-Thursday 8am-8:30pm**  
**Fridays 8am-7:30pm**  
**Saturdays 10am-4:30pm**  
**Sundays 1pm-5:30pm**

**ROOM PREFERENCE: BRIO (25) BRAVO (25) LA PAZ (25) SENIOR CENTER (50)**

**DATES REQUESTED (PLEASE CIRCLE)**

JANUARY 2010						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Facility Closed: January 1<sup>st</sup>  
Facility Hours January 18th 12-6pm

HOURS: \_\_\_\_\_

FEBRUARY 2010						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Facility Hours February: 15th 12-6pm

HOURS: \_\_\_\_\_

MARCH 2010						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring Break: March 15th – 19th

HOURS: \_\_\_\_\_

APRIL 2010						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Facility Closed: April 4th

HOURS: \_\_\_\_\_

MAY 2010						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Facility Hours: May 31st 12-6pm

HOURS: \_\_\_\_\_

JUNE 2010						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

HOURS: \_\_\_\_\_

JULY 2010						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Facility Hours: July 5<sup>th</sup> 12-6pm

HOURS: \_\_\_\_\_

AUGUST 2010						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

HOURS: \_\_\_\_\_

SEPTEMBER 2010						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Facility Hours September 6<sup>th</sup> 12-6pm

HOURS: \_\_\_\_\_

OCTOBER 2010						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Fall Break: October 11<sup>th</sup>-15<sup>th</sup>  
Rooms will be closed October 16<sup>th</sup>-October 31st

HOURS: \_\_\_\_\_

NOVEMBER 2010						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Facility Hours November 11<sup>th</sup>: 12-6pm  
Facility Closed: November 25th & 26th

HOURS: \_\_\_\_\_

DECEMBER 2010						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Facility Closed: December 24<sup>th</sup>-26<sup>th</sup> & 31st

HOURS: \_\_\_\_\_