Community Services Department
North Tempe Multi-Generational Facility
ROOM RESERVATION REQUEST 2013

Tempe

1555 N. Bridalwreath St., Tempe AZ 85281 www.tempe.gov/northtempe Phone: 480-858-6500 Fax: 480-858-6545

RESPONSIBLE PARTY INFORMATION (Must be present at meeting/event)

First Name	Last Name	Business Phone	Cell/Home Phone

Mailing Address	City	St	Zip

Email Address

ALTERNATE CONTACT PERSON

First Name	Last Name	Business Phone	Cell/Home Phone

Email Address

ORGANIZATION INFORMATION

Organization Name:			
Mailing Address *(If different from Responsible Party)*	City	St	Zip

Brief Description of Organization

MEETING INFORMATION

Description of Meeting/Event:			
Number of Attendees:		# of Tables Needed:	# of Chairs Needed:
Will your meeting/event include any of the following:	Food/Drink	Arts/Crafts	Amplified Music/DJ
Will your meeting/event need the use of:	PA System	Projection System	TV/DVD Cart
Any special accommodations:			

This is an application only. Nothing is finalized until all payments and required documents are received and a permit is sent to you from the Community Services Department. By signing below I attest that I am at least 18 years of age, and have read, understand and agree to comply with all of the attached room reservation policies and procedures.

Signature of Responsible Party Date

FOR OFFICE USE ONLY	**DATE RECEIVED:**		**PERMIT #:**	
City Dept.	**Resident**	**Non-Resident**	**Not for Profit**	**Commercial/For Profit**	**DATE OF EVENT:**

ROOM INFORMATION
Joshua (40) / Juniper (40)
Manzanita (25) / Mesquite (25)
Sisso (25)
Palo Verde (25)
Conference (10)

HOURS AVAILABLE

Mon-Thu	**7:30-8:30am**
Fri	**7:30-7:30pm**
Sat	**10am-4:30pm**
Sun	**CLOSED**

ORGANIZATION NAME _____

RESPONSIBLE PARTY _____

 # OF PEOPLE ATTENDING _____

DATES REQUESTED (PLEASE CIRCLE)

Please include set-up and take-down time when requesting dates & times

**Blacked out dates indicate facility closed

JANUARY 2013

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		

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

FEBRUARY 2013

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		

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

MARCH 2013

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						

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

APRIL 2013

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				

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

MAY 2013

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	

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

JUNE 2013

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						

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

JULY 2013

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			

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

AUGUST 2013

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

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

SEPTEMBER 2013

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					

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

OCTOBER 2013

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		

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

NOVEMBER 2013

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

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

DECEMBER 2013

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*				

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____