

Tempe Transportation Center
200 E 5th Street – 2nd Floor – Tempe, AZ 85281
Don Cassano Community Room
Reservation Information / Hold

Today's Date: _____

Reservation Request:

Event Date(s) _____ Start Time(s)* _____ End Time(s)* _____

***The time must include the time required to set up / tear down and reset the room.**

General Information: Have you used our facility in the past? Yes No
If not, we recommend you schedule time for a site visit. Please indicate the dates/times you are available: _____

Do you need parking information? Yes No

Do you need a list of equipment available for use? Yes No

Please mark all that apply:

- Non-Profit TTC Building Tenant City of Tempe Employee
 Tempe Based/Resident Non-Tempe Based/Resident Government Agency

Name of Event: _____

Half-room (10 tables / 20 Conference room chairs)*

Room Selection: Entire Room (20 tables / 40 Conference room chairs)*

*100 plastic stackable chairs are available for use on a first come, first serve basis

General Info: How many attendees? _____ Will food be served? Yes No

Company/Organization: _____

Mailing Address: _____

Requestor Name: _____

E-mail Address: _____

Phone: _____

Event Information: Will the attendees be charged a fee to attend the Event? Yes No
If yes, please describe intent: For Profit Recoup costs (non-profit)

Other Needs / Questions: _____

Premises Checklist

Please read the checklist below carefully and initial each item. As the individual signing the Agreement, it is important that you read, understand and share with members of the User's organization and participants of the event all of the requirements listed below. Failure to comply with these requirements may result in denial of future use of the premises for the individual and the organization.

Initial	
	All groups must handle their own set-up and clean-up for the event. This time should be included in the time reserved.
	The Premises must be left in the same condition as it was found. All furniture and equipment that belongs to the City must be returned to its original location.
	All spills must be cleaned immediately and reported to the administrative or security staff on duty.
	No admission, registration or membership fee can be charged unless prior agreement is made with the Public Works Department.
	No alcohol may be served or sold at any time.
	The individual initialing this list is responsible for knowing the rules governing the facility and for communicating those rules to the User's group.
	All participants of the event and sponsoring organization must leave the building at the time designated on the Agreement.
	Any violation of this policy may result in denial of the individual's and/or organization's future use of the Premises.
	User agrees to accept liability for any damage to the Premises, its furniture or equipment caused by the invited or uninvited participants of the event, or the organization's occupancy of the Premises and to report any such damage immediately to the City contact person on duty. User understands that the City will issue an invoice for any damage to the Premises or furnishings and that the User will be denied future use of the Premises until such bill for damages has been paid in full. Repeated damage to the Premises or furnishings may result in the loss of all future use by the individual and/or the organization.

Department

Cost Center

Date

Signature of User