Room Reservation Form

BEFORE FILLING OUT THIS FORM:
To check room availability, please call 602-262-7562. Once availability is confirmed,
please fill out the form below *completely*. If you do not complete all the necessary items, and **confirm that you have read and will comply with all the guidelines**, you will not be able to submit this form.

Please fill out the form below and when complete click "Submit Form" in the top right.
If you need to start over click "Clear Form" button.

Today's date: _____

Room being requested:

Contact name:_____Contact phone number:_____

Department:_____ *****Cost center:_____ GL:_____

Supervisor name: _____

Type of event: _____

Name of event: _____Date of event:_____

Start time: _____   End time:_____

Set-up time:_____   Tear-down time:_____

On-site staff member name:_____On-site staff member mobile number: _____

Other needs:

    Projector   Laser Pointer   Microphone

*Cost Center will only be used to open a Work Order in support of the event. If custodial overtime is required; additional cleaning is necessary, there is damage to the facility/furniture, or if original setup is altered, there will be a charge to the cost center.

If cancellation is not receivedc prior to 72 hours before the start of the event, a $25 cancellation fee assessed from the department cost center.

Please continue on the second page ➔

ROOM GUIDELINES

PCH14 Computer Training Facility Guidelines:

- Only the training logons posted on the computer screens (e.g. Computer Name: Nicole Kidman, Computer Logon: NKIDMAN) may be used in the lab. Each password is set to: Training!

- Special software requests for installation will need to adhere to IT Standards (proper licensing, enough notice to complete request, etc.) and will be evaluated on a case by case basis.

- If you have any questions please contact Johnny Leonard.

In order to ensure the room is always ready for a training class, please follow these guidelines prior to leaving the facility:

- Tables and chairs are returned to their original position and cleared of any materials brought to the training facility.

- All tables and countertops are to be wiped down and cleared of any refreshments, paper, etc.

- White Marker boards are erased. *DO NOT USE PERMANENT MARKERS!!*

- Use only instructor computer and overhead provided (Do Not Use Personal Computer or Disconnect Computer and Overhead)

- Use of the room must end promptly at 5:00 PM due to the closure of City Hall.

- Cost Center will only be used if damage occurs to the facility while in your care or if custodial overtime is required due to excessive cleaning needs.

Remaining Training Facility Guidelines:

In order to ensure the rooms are always ready for a meeting/training, please comply with the following guidelines before leaving the facilities:

- Tables and chairs are returned to their original position and cleared of any materials brought to the meeting.

- All tables, countertops, and sink are wiped down and cleared of any refreshments, plates, etc.

- White Marker boards are erased. *DO NOT USE PERMANENT MARKERS!!*

- Room capacities range from 16 to 140. Please refer to the dropdown on the first page for rooms and their capacities.

- Pick up key for ASTC from the HRC (1st floor Calvin Goode Building). If a training room other than ASTC is not open at the needed time, you can also pick-up the key up from the HRC (1st floor Calvin Goode Building).

- Please tell the participants not to open the door at the back of the Estrella Training Room (that leads to Coronado Training Room) as the alarm will sound. The door should only be used as Emergency Exit.

I confirm that I have read and will comply with the training facility guidelines.

This Agreement may be transferred to another party without written consent by the Human Resource, Organizational Development Department. Any attempt to assign Applicant's interest without the City's prior written consent will void this Agreement. Approval of all events/activities is subject to the terms and conditions of the Human Resources, Organizational Development Policy.