



**Letter of Agreement for Use of  
Broadway Heritage Neighborhood Resource Center  
2405 E. Broadway Road, Phoenix, AZ 85040**

The Neighborhood Services Department (NSD) Broadway Heritage Neighborhood Resource Center (NRC) may be used by neighborhood organizations, or other groups sponsored by neighborhood organizations listed with NSD for non-City, community-serving activities. The NRC may be used for activities and events that benefit and serve all portions of the community. The NRC's available event spaces may be reserved during its hours of operation: Monday through Friday from 8:30 am. to 5:30 pm. Additional days and times may be available.

Reservation requests must be submitted at least two weeks prior to the date of the event and will be processed on a first-come, first-served basis. NSD's Director reserves the right to deny requests based on the proposed use of facilities, the alignment of the event with NRC's purpose, or the history of a requestor's inability to uphold agreed upon responsibilities. NSD's Director also reserves the right to reschedule an event (after notifying the requester) due to another event of higher priority or unforeseen circumstances.

Reservation forms may be obtained from and submitted to Zach Muncy at (602) 534-5823 or [zachary.muncy@phoenix.gov](mailto:zachary.muncy@phoenix.gov).

## **RESPONSIBILITIES OF THE REQUESTOR**

The individual requesting the reservation, and whose signature appears below, agrees to be responsible for:

1. Notifying the NSD facility contact, at least 24 hours prior to the event, if s/he is unable to be present at the event. Requestor will need to provide NSD with a new name and contact information of the person who will be at the event, if applicable.
2. Notifying the NSD facility contact of an event cancellation at least 24 hours prior to the reserved date. Requestor will also be responsible for notifying invitees to the event of the cancellation.

3. Arranging the set-up of the room before the event and clean-up during and after the event. The requestor must ensure the facility is returned to its original state before leaving. Please allot time and make plans for these activities.
4. Cleaning all the tables, chairs, white boards, floors with the cleaning supplies provided in each room. Damages to NSD property, including broken or lost items, should be reported immediately to the facility contact listed above. Fees may be charged for the replacement or repair of soiled or damaged items or equipment.
5. Ensuring that trash and debris are collected and contained in the trash or recycling bins and tied securely. Additionally, requestor is responsible for ensuring that all materials and handouts from the event are collected or disposed.

## **FACILITIES AND EQUIPMENT**

Equipment available in the NRC is listed in the table below (please see attached photos of standard layout). Users agree to repair or replace damaged equipment.

<b>NRC FACILITIES and EQUIPMENT</b>				
<b>Conference Rm</b>	<b>Max. Occupancy</b>	<b># of tables</b>	<b># of chairs</b>	<b>Audio/Visual</b>
A	30	15	30	No
B	10	1	10	Yes*
C	7	1	7	Yes*

*\*Room has Webex capabilities and digital projection only. Requestor will need to bring a laptop or computer if needed.*

## **USES AND RESTRICTIONS**

- The sale of goods or services by for-profit organizations is strictly prohibited.
- Food is not allowed in the facility. Beverages are not allowed, except water. The NSD Director may approve an exception to this restriction with a two-week notification of this additional request and requestor agrees to additional cleaning responsibilities to be identified.
- Additional uses that are strictly prohibited include, but are not limited to: illegal activity, gambling, simulated gambling, consumption of alcoholic beverages, smoking, bingo, campaigning/political activities, fundraising events or any activity that does not align with the purpose of the NRC, which is to provide a service or function that benefits the community.

- NSD Director reserves the right to review and approve any exceptions to the abovementioned restrictions or any other uses not mentioned. A minimum two-week notification should be submitted to NSD if an exception needs to be considered.

I have read the agreement, understand and agree to all terms and conditions.

Print Name of Requestor

Signature of Requestor

Date

**CONFERENCE ROOM CONFIGURATIONS**

CONFERENCE ROOM A:



CONFERENCE ROOM B



CONFERENCE ROOM C





**NEIGHBORHOOD  
SERVICES  
DEPARTMENT**



## **FACILITY RESERVATION FORM**

**Broadway Heritage Neighborhood Resource Center 2405 E. Broadway Road,  
Phoenix, Arizona 85040**

**Contact:** Zach Muncy at (602)534-5823 | zachary.muncy@phoenix.gov

Please check room requested:

- Conference Room A (30 people)
- Conference Room B (10 people)
- Conference Room C (7 people)

Type of Event: \_\_\_\_\_

Meeting Event Expected Attendance \_\_\_\_\_

Title of Meeting / Event: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Meeting Start Time: \_\_\_\_\_ (includes 30 minutes for setup)

Meeting End Time: \_\_\_\_\_ (includes 30 minutes for cleanup)

Main Contact (First & Last Name) \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Responsible Person "on-site" day of event / Alternate Contact (if applicable):

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Sponsoring Neighborhood Organization: \_\_\_\_\_