

**Community Services Department**  
**Escalante Community Center**



**ROOM RESERVATION REQUEST 2014**

2150 E. Orange St. Tempe, AZ 85281

www.tempe.gov/escalante

Phone: 480-350-5800

Fax: 480-350-5815

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

**ROOM INFORMATION**

LaPaz(25)  
Brio(25)  
Bravo(25)  
Senior Center(50)

**HOURS AVAILABLE**

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

ORGANIZATION NAME \_\_\_\_\_

RESPONSIBLE PARTY \_\_\_\_\_

**DATES REQUESTED (PLEASE CIRCLE)**

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

\*\*Blacked out dates indicate facility closed

JANUARY 2014						
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: \_\_\_\_\_

\_\_\_\_\_

FEBRUARY 2014						
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	

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

\_\_\_\_\_

MARCH 2014						
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 10<sup>th</sup> – 14<sup>th</sup>

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

\_\_\_\_\_

APRIL 2014						
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: \_\_\_\_\_

\_\_\_\_\_

MAY 2014						
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

Escalante is open 12-6 on May 26<sup>th</sup>

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

\_\_\_\_\_

JUNE 2014						
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 2014						
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		

Escalante is open 12-6 on July 4<sup>th</sup>

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

\_\_\_\_\_

AUGUST 2014						
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 2014						
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				

Escalante is open 12-6 on Sept. 1<sup>st</sup>

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

\_\_\_\_\_

OCTOBER 2014						
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 6<sup>th</sup> – 10<sup>th</sup>

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

\_\_\_\_\_

NOVEMBER 2014						
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: \_\_\_\_\_

\_\_\_\_\_

DECEMBER 2014						
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			

Escalante is open 8-5 on Dec. 24<sup>th</sup> & 31<sup>st</sup>

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

\_\_\_\_\_