

**Tempe Transportation Center  
Don Cassano Community Room  
200 E., Fifth Street, 2nd Floor  
Tempe, AZ 85281**

**Reservation Information / Hold Form**

When completed, please email this document to: [DonCassanoReservation@Tempe.gov](mailto:DonCassanoReservation@Tempe.gov)

Today's Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Company / Organization Name: \_\_\_\_\_

Please mark the ONE description that best classifies your organization:

- |  |  |
|--|--|
| <input type="checkbox"/> Tempe Resident  | <input type="checkbox"/> Non-Tempe Resident    |
| <input type="checkbox"/> Non-Profit      | <input type="checkbox"/> Commercial/For Profit |
| <input type="checkbox"/> City Department | <input type="checkbox"/> Government Agency     |
| <input type="checkbox"/> TTC Tenant      |  |

Requestor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Dates/Times Requested:

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

Room Selection:

- Entire Room (20 tables / 41 Conference room chairs)\*
- Half Room (10 tables / 21 Conference room chairs)\*

\*100 plastic chairs may be available upon request.

Number of attendees: \_\_\_\_\_

Will food be served?  Yes  No

Will the attendees be charged a fee to attend the event?  Yes  No

If yes, please describe intent:  For Profit  Recoup costs (non-profit)

Have you used our facility in the past?  Yes  No

If not, we recommend you schedule a site visit. Please list 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 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 room 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 Engineering and Transportation 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. 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.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
User Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of User