



Arizona Department of Agriculture

1688 W. Adams Street, Phoenix, Arizona 85007
(602) 542-0971 FAX (602) 542-0466

MEETING ROOM 206 RESERVATION

The following information must be completed and submitted to the Receptionist. Request will be confirmed or denied, depending upon the availability of Room 206. Should you wish to cancel your request, please complete the lower portion of your confirmed copy and submit it to the receptionist. If the Receptionist needs to cancel your reservation, you will be notified in writing and by telephone.

Date of Meeting: _____

Room Reserved From: Time Start: _____ Adjourn: _____

Organization: _____

Name of ADA **Building Contact Person**: _____ In order to reserve room 206, you **MUST** give a name of a person who works in our building as your building contact. In addition, please provide their phone number _____.

I UNDERSTAND I AM RESPONSIBLE FOR:

1. If furniture is moved, return it to the original location. If food is served, clean the tables following your function.
2. Keeping the noise level down
3. Special Needs Arrangements – Please ask your **building contact person** rather than visiting employees working in their offices.
4. Meeting publicity announcements should this be an OPEN MEETING
5. Read Emergency Evacuation Procedures to meeting attendees before each meeting.

Signature of Person Reserving Room

Date

Printed Name of Person Reserving Room

Telephone Number

Fax Number

CONFIRMATION OF ROOM RESERVATION

Room 206 has been reserved as above requested. _____

Reservation is denied due to prior commitment. _____

Signature of Receptionist

Date

Printed Name of Receptionist

CANCELLATION REQUEST

The above reservation will no longer be necessary. Please cancel this request.

Signature of Person Canceling Request

Date

Printed Name of Person Canceling Room