



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 complete and submitted to the Receptionist. Requests 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 confirmation copy and submit it the Receptionist. If the Receptionist needs to cancel your reservation, you will be notified in writing and by telephone. **MAXIMUM CAPACITY is 40 occupants.**

Date of Meeting: _____
Start Time: _____ Adjourn Time: _____
Organization: _____

Name of the ADA Building Contact Person: _____ Phone: _____

In order to reserve Room 206 you MUST provide the name of a person who works in our building as your point of contact.

I UNDERSTAND THAT 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 you building contact person rather than visiting employees working in their offices.
4. Meeting publicity announcements should this be an OPEN MEETING.
5. Read Emergency Evaluation 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 requested above. _____

Reservation has been denied due to prior commitment. _____

Signature of Receptionist _____
Date

Printed name of Receptionist

CANCELLATION REQUEST

The above reservation is no longer needed. Please cancel this request.

Signature of Person Cancelling Request _____
Date

Printed Name of Person Cancelling Room