



Room Reservations

CAM Contact:	Kathy Sparks	19753 N. Remington Dr. Surprise, AZ 85374	Phone: 623-546-7458	Fax: 623-546-7504
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Personal Information

Last:	First:	MI:	Email:			
Address:		City	ST	Zip	Home Phone:	Mobile Phone:

Event Information

Title:	Desired Date:	Start Time	Finish Time
Desired Location:			

Expected Attendance	
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Set-up Requirement	Theater Style <input type="checkbox"/>	Classroom <input type="checkbox"/>	U-shaped <input type="checkbox"/>	Box <input type="checkbox"/>	Rounds <input type="checkbox"/>
	Podium <input type="checkbox"/>	Microphone Stand <input type="checkbox"/>	Other <input type="checkbox"/>		

Comments:

Audio Visual	Plug-in Microphone <input type="checkbox"/>	Wireless Microphone <input type="checkbox"/>	Projector <input type="checkbox"/>	Projector Screen <input type="checkbox"/>	Other <input type="checkbox"/>
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Comments:

Beverage Services	Full Coffee Service <input type="checkbox"/>	We provide regular/decaf coffee, condiments, and cups for \$0.55 per cup			
	Water with Ice <input type="checkbox"/>	Water for Tea <input type="checkbox"/>	Coffee Pot Only <input type="checkbox"/>	Bar <input type="checkbox"/>	Other <input type="checkbox"/>

Comments:

All requests are subject to change based on our availability and capabilities. The Activities Department processes each request in the order it was received.

Signature

Date

Office Use Only

Housekeeping <input type="checkbox"/>	Date Confirmed:	Security <input type="checkbox"/>	Date Confirmed:
Landscaping <input type="checkbox"/>	Date Confirmed:	Other <input type="checkbox"/>	Date Confirmed:

No of Application