

FOUNTAIN OF THE SUN ASSOCIATION

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(480) 380-4000

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INTERNAL ROOM USE REQUEST 2024-2025

This form is a request for scheduling. The request will be confirmed upon approval of FOSA Management staff.

Club or Group Name: _____

Event: _____ Expected Attendance: _____

- **Individual** Date/s Requested:

- **Weekly** reoccurring Dates Requested:

Occurs Every _____ Start Date: _____ End Date: _____

Mon, Tues, Wed, Thur, Fri, Sat, Sun

- **Monthly** reoccurring Dates Requested:

Occurs the _____ week of the month on _____
1st, 2nd, 3rd, 4th Mon, Tues, Wed, Thur, Fri, Sat, Sun

Start Date: _____ End Date: _____

Setup Time: _____ Event Time: _____ to _____ Check Out Time: _____

Contact Name: _____ Phone: _____

Address: _____ Email: _____

Additional Contact name and number: _____

CHECK AREA REQUESTED: Maximum Occupancy Strictly Enforced

☐ Activity Center (Capacity 485) ☐ Kitchen (Capacity 20) ☐ Poolside Room (Capacity 120) ☐ Lakeview Room (Capacity 60) ☐ Classroom (Capacity 20)

☐ Card Room (Capacity 72) ☐ Craft Room (Capacity 52) ☐ Ceramics Room (Capacity 32) ☐ Multi-Media Room (Capacity 24) ☐ Poker Room

CHECK NEEDS REQUESTD:

☐ Microphone (How many) _____ ☐ Screen/projector ☐ Podium ☐ Piano

☐ Stage Lights/Sound (contact Carl Bentler to make arrangements. Pending availability 480-650-4859)

☐ Other: _____

PLEASE NOTE THE FOLLOWING RULES AND REGULATIONS:

- Due to multiple scheduling of events, all reservations must begin and end at the time indicated on the request form. Times are final on the day of the event.
- Set up and tear down of tables and chairs will be done by FOSA staff; all other clean-up is the responsibility of the renter/group. Tables and chairs MAY be moved within the facility but MAY NOT be removed from the facility. **Set-up request form must be filed at the Activities Office at least one (1) week PRIOR to your scheduled event. If we do not have a setup on file, we will setup based off our best judgement.** You will be responsible for the following clean-up:
 - All decorations including tape must be removed and disposed of.
 - All trash is to be taken to the dumpster located in the gated area next to the Administration Building.
 - All tables are to be cleaned, disinfected and returned to original set up.
 - Kitchen counter tops, sink, stove top, oven, microwave and refrigerator must be left clean.
 - All grills, griddles and cook tops must be left clean.
 - Floor must be swept and mopped with the floor cleaner that is attached to the mop sink.
- Tables, chairs or other objects will not block or impede the flow of traffic in or out of any exits to or from the building, per Fire Code.
- Users of the Activity Center kitchen MUST have a food handlers certificate on file with the Activities Office and follow all rules of the kitchen. Authorized users may have “Kitchen Access” added to their personal Access Card by contacting the Activities Office the business day prior to the event (7 a.m. – 3 p.m. Monday-Friday).
- Events hiring a caterer must provide a copy of the caterer’s certificate of insurance (with minimum \$1,000,000 liability insurance naming FOSA as additional insured) to the Activities Office at least one (1) week PRIOR to your scheduled event. Caterers are required to follow all rules and regulations.
- Supplies such as table covers, napkins, extension cords, ladders etc. are NOT provided. Limited serving ware supplies are available in the Activity Center and Poolside Room kitchens. No supplies can be guaranteed.
- Coffee is not provided. You may bring your own supplies to use with the provided coffee machines.
- Decorations may be hung only with poster putty products, painters tape or Command strips or similar product that won’t cause stripping. ABSOLUTELY NO scotch, masking or duct tape, nails, staples, tacks, glitter, confetti, bird seed or rice allowed. No tape on windows.
- Activity Center Cancellation Fee: There will be a \$50 charge if your reservation is not cancelled by 3pm the day PRIOR to your scheduled event. There will be a \$75 charge if you cancel your event after the room has been set up or you do not show up during your reserved time.

I have read and fully understand this agreement and by signing this form agree to adhere to all policies regarding the use of facilities.

RESIDENT SIGNATURE

DATE

STAFF SIGNATURE

DATE