

North Domingo Baca Multigenerational Center  
Activity/Room Reservation Request

**PROGRAMMER:** \_\_\_\_\_

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

**Contact Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Activity Information**

Class/Activity/Presentation: \_\_\_\_\_

# Participants (approx.). \_\_\_\_\_

<b>Dates and Times</b>	<b>***PLEASE INCLUDE SETUP &amp; TEAR DOWN TIME IN YOUR ROOM REQUEST***</b>
	<input type="checkbox"/> One time <input type="checkbox"/> Short Term <input type="checkbox"/> Long Term ( <b>All requests must be renewed each year by December 1</b> )
	Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Twice a month <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____
	Day:            Monday    Tuesday    Wednesday    Thursday    Friday    Saturday
	Start Date _____ End Date _____ From _____(am/pm)    to _____(am/pm) OR I prefer <input type="checkbox"/> morning _____ <input type="checkbox"/> afternoon _____

**All room reservations (classrooms & social hall) must end by 8:30 p.m.**

**Fees:**     Free  
 Fees \_\_\_\_\_  
*If charging a fee, you must pay the City of Albuquerque \$7.50hr/classroom or \$10hr/Social hall.  
 All room reservations require a signed Facility Agreement. (See the front desk)*

**Set-up, equipment request and description of class:**  
 Set-up Style: Classroom \_\_\_ Theatre \_\_\_ Conference \_\_\_ U-shape \_\_\_ Picture Frame \_\_\_ Banquet \_\_\_  
 Television/DVD \_\_\_ Smartboard \_\_\_ Projector/laptop \_\_\_ Podium \_\_\_ Microphone \_\_\_ Other \_\_\_\_\_

**NOTE: Special circumstances may cause a disruption in room scheduling. We reserve the right to cancel or relocate a reservation. No guarantee on request being approved. Request can take up to 30 days for processing.**

**\*\*All participants are required to obtain a membership\*\***

**Office Use Only**

Approved by: \_\_\_\_\_ Agreement: \_\_\_\_\_ Approved date: \_\_\_\_\_

Comments: \_\_\_\_\_