

**FOUNTAIN OF THE SUN ASSOCIATION**

**540 S. 80<sup>th</sup> Street, Mesa, AZ 85208**

**(480) 380-4000**

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**INTERNAL ROOM USE REQUEST 2022-2023**

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

Activity/Event/Club/Group: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Date/s Requested: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_ End Time: \_\_\_\_\_

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

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Contact: \_\_\_\_\_

**CHECK AREA REQUESTED:** Maximum Occupancy Strictly Enforced

- |  |  |  |   |   |
|--|--|--|---|---|
| <input type="checkbox"/> Activity Center<br>(Capacity 485) | <input type="checkbox"/> Kitchen<br>(Capacity 20)    | <input type="checkbox"/> Poolside Room<br>(Capacity 120) | <input type="checkbox"/> Lakeview Room<br>(Capacity 60) | <input type="checkbox"/> Classroom<br>(Capacity 20) |
| <input type="checkbox"/> Card Room<br>(Capacity 72)        | <input type="checkbox"/> Craft Room<br>(Capacity 52) | <input type="checkbox"/> Ceramics Room<br>(Capacity 32)  | <input type="checkbox"/> Game Room<br>(Capacity 15)     |   |

**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. 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 “On Deck Floor Cleaner” that is attached to 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.
- Events using the Activity Center kitchen may pick up an access card at the Activities Office the business day prior to the event (7 a.m. – 3 p.m. Monday-Friday). Access cards must be returned the following business day or left in the overnight drop box at the Office.

- 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 Rooms. No supplies can be guaranteed.
- Coffee from the automatic coffee machine is available for purchase from the Office.
- 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.

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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