

NATIVE AMERICAN COMMUNITY SERVICE CENTER

6TH Floor Conference Room
4520 N. Central Avenue, Suite 600 Phoenix, AZ 85012
Tele: 602-254-3247 Fax: 602-256-7356
(Fire Code: Maximum 74 people)

Scheduling Guidelines

Thank you for scheduling your event at the Native American Community Service Center. We are excited we can be of assistance to your organization. Your respect of the following guidelines is much appreciated.

RESERVING THE ROOM

The Native American Connections (NAC) Office Manager maintains the schedule for the community conference room. However, you may reserve the room through the following individuals providing it is available;

Katherine Sahmie, Office Manager: k.sahmie@nativeconnections.org

Davina Haskins, Executive Assistant: d.haskins@nativeconnections.org

Todd Moore, HR Director: t.moore@nativeconnections.org

THIS IS AN ALCOHOL – DRUG FREE FACILITY

ACCESS TO THE CONFERENCE ROOM

After the room has been scheduled, the HOST may obtain keys for the 6th Floor Conference room from NAC Administration Office. Please get the keys one day in advance and be sure to return the keys following the event or the next day. The host is responsible for room set-up, do not call Property Management.

WEEKEND & AFTER-HOUR EVENTS

For the safety of all those in the building, the main building doors must remain locked. **DO NOT PROP THE DOOR OPEN.** You are responsible for greeting and admitting your guests into the building. Once your guests are in the building check the door and make sure it is closed and locked properly.

AV EQUIPMENT

The room is equipped with a projector, a wall screen, computer, VHS/DVD player, microphones, a telephone and internet access for your use. Instructions are posted on the inside on the AV equipment cabinets; technical support and set up is not provided by NAC staff. The Host is responsible for all AV equipment set up and upon completion of your event, please be sure that all items are put back all the equipment is tuned off and placed back in the cabinet.

PRESENTATION MATERIALS

The Host is responsible for providing presentation materials (i.e. white boards, markers, dry erasers, pens, paper, easels, easel pads, copies of handouts, etc.) We cannot make Xerox copies for you or provide supplies, please come prepared.

FOOD STORAGE- OR MISC. AMENITIES

A refrigerator is available for your event needs. We advise you to mark the items you will be storing in the refrigerator. Food left in the refrigerator after your event will be disposed. Outside catering services are permissible. Alcohol is never permitted at any Native American Connections site.

ROOM DECORATIONS

You may decorate the room; however, please do not staple and/or tack directly into the walls. All decorations must be removed at the end of your event. Please remove all tape on tables, walls, etc.

CLOSING PROCEDURES

The Host is responsible for room clean-up, please wipe down tables and countertops. Use the trash receptacles to dispose trash and food. Ensure that the room has been secured; lock all doors and shut off lights. The Host is responsible for any damage/theft of equipment during their scheduled time.

If Property Management is called after business hours to unlock the door for your event, a \$50.00 fee will be invoiced to your organization

Thank you.



NATIVE AMERICAN CONNECTIONS



NATIVE AMERICAN COMMUNITY SERVICE CENTER Conference/Meeting Room Request Form

****Organization Use Only****

CONTACT INFORMATION

Agency/Group Name: _____

Contact Person: _____ Business Phone: _____

Home Phone: _____ Cell Phone: _____

Fax: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

PROPOSED EVENT INFORMATION

Title of Meeting/Event: _____

Date of Meeting/Event: _____ Start Time: _____ End Time: _____

Number of attendees expected: _____ Is this event open to the public? Yes No

Which Conference/Meeting Room: Community Conference Room Other: _____

Will food and/or beverage be served? Yes No

Purpose of event: _____

How did you hear about this property? _____

Conference/Meeting Room Users Acknowledgement of Guidelines: As a designated representative for the Conference/Meeting Room Users, I understand and agree to the Guidelines for the Use of the Native American Community Center Conference/Meeting Room. I also agree to communicate these Guidelines to all event participants.

Name of Representative (printed)

Signature

Date

A confirmation of your request for a meeting room will be sent to you either by an email or a phone call.