

# FACILITY USE APPLICATION – Classroom Request



**DOWNTOWN PHOENIX CAMPUS**

Rates are subject to change without notice. Please request a current caterer list if you are planning a catered event. It is your responsibility to provide the Mercado with a copy of the caterer's invoice before, or on the day of, each catered event. If a copy of the caterer's invoice is not supplied to the Mercado, a \$50 facility fee will be added to the reservation for each day that catering is provided.

Event/Marquee Description		Organization, College and/or Department		
Contact Person	Phone	Fax	E-mail Address	
Second Contact or Facilitator	Phone	Fax	E-mail Address	
Type of Activity	Date of Activity	Start Time	End Time	
Is this an ASU credit class with a schedule line #? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Access Time	Estimated Attendance	Number of Rooms Requested	Registration/Admission Fee?	Donation Requested?

Desired Room Configuration			
<input type="checkbox"/> Boardroom	<input type="checkbox"/> E-Shape	<input type="checkbox"/> Rounds(Banquet)	<input type="checkbox"/> U-Shape
<input type="checkbox"/> Classroom	<input type="checkbox"/> Hollow Square	<input type="checkbox"/> Theatre/Lecture	<input type="checkbox"/> Other (please explain)
Equipment Needs			
<input type="checkbox"/> Conference Phone (\$75)	<input type="checkbox"/> Easel	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Video/Data Projector* (\$150)
<input type="checkbox"/> Flip Chart (\$15)	<input type="checkbox"/> Ethernet (\$125)	<input type="checkbox"/> Projection Screen (no charge)	<input type="checkbox"/> Wireless Mouse (for PPT) (\$25)
<input type="checkbox"/> Built-in Sound System w/2 mics (\$125)	<input type="checkbox"/> Computer/laptop (\$150)	<input type="checkbox"/> Satellite Downlink (call for pricing)	<input type="checkbox"/> Platform stage/risers (\$120)
_____ additional mics (\$10 each)	<input type="checkbox"/> Podium	<input type="checkbox"/> TV/DVD Unit (\$45)	<input type="checkbox"/> Wheelchair Ramp for Stage (\$60)
	<input type="checkbox"/> Podium w/mic (\$45)	<input type="checkbox"/> TV/VCR Unit (\$45)	<input type="checkbox"/> Other (please explain)

\* Our projectors work with most laptops, but compatibility is not guaranteed. Please bring your equipment a few days early to test compatibility.

Will a food/beverage setup be used? If yes, please mark the provider:			
<input type="checkbox"/> Yes	<input type="checkbox"/> Mercado Authorized Caterer	<input type="checkbox"/> Will Provide Own Caterer (Subject to \$50 facility fee)	<input type="checkbox"/> Will Provide Own Food, Beverages (Subject to \$30 facility fee)
<input type="checkbox"/> No	<input type="checkbox"/> Mercado Services*		
Caterer Name			
For Mercado Services Only: Beverages (Indicate number of servings. Call for current prices.)			
_____ # cups regular coffee	_____ # cups decaf coffee	_____ bottled tea	_____ soda _____ bottled water _____ ice water _____ juice

**NOTE:** The Mercado reserves the right to assess additional fees for cleaning rooms in which food is served.

Billing Address for Invoice
Purchase Order Number/ASU Agency Org (Required for all ASU booking)

**NOTE:** Visa and MasterCard accepted. You will need to provide card information once you receive an invoice from the Mercado.

Comments/Other Information
----------------------------

This application is made with the understanding that the sponsoring organization will comply with applicable facility rules and regulations and with university regulations established for such events. It is strongly recommended that organizers of events acquaint themselves with the rules and regulations regarding the use of the facility. The sponsoring organization will be charged for all identifiable costs (i.e., supplies, damages, etc.) incurred by the Mercado in association with this event. The sponsoring organization will not publicize this event until the Facility Use Application has been approved.

Authorized Signature	Date
----------------------	------

**Mail or fax this application to:**  
 ASU at the Downtown Phoenix campus  
 Mercado  
 502 E. Monroe St., Phoenix, AZ 85004-4431  
 Phone (602) 496-1500  
 Download this form at [www.asu.edu/mercado/roomreserve.html](http://www.asu.edu/mercado/roomreserve.html)

**Fax to (602) 496-1501**