**PUBLIC SAFETY CENTER ROOM RESERVATION FORM**

*Submit to Police Department Administrative Sergeant*

700 SE Douglas, Roseburg OR 97470, phone (541) 492-6781

<table>
<thead>
<tr>
<th>Room</th>
<th>Occupancy with tables &amp; chairs</th>
<th>Chairs only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Umpqua Room</td>
<td>50</td>
<td>211</td>
</tr>
<tr>
<td>North Umpqua Room #204</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>South Umpqua Room #203</td>
<td>35</td>
<td>115</td>
</tr>
<tr>
<td>Salmon Room #303</td>
<td>18 w/tables, chairs + 4 additional chairs</td>
<td></td>
</tr>
</tbody>
</table>

**Today’s Date:** ___________________  **Reservation Date(s):** ___________________

**Day(s) of the Week:** ___________________

**Time of room use:** ___________________ a.m./p.m. to ___________________ a.m./p.m.

*Must fall within days and hours of availability*

The entity requesting permission to use the room must designate a representative who will be responsible for the protection, care and cleanliness of the facility. If the information changes on the reservation form, the applicant must notify the Police Administrative Sergeant at (541) 492-6781 and sign a new form prior to the meeting.

**Address:** __________________________________________________________________

**Phone:** ___________________________  **Alternate Phone:** ______________________

**E-Mail Address:** __________________

**Purpose of Use/Program Title (be specific):** _____________________________________

**Approximate # of People Attending Meeting:** __________________

**Will you be serving food/refreshments?** Yes ____  No ____

- If yes, please specify what will be brought into the facility. ______________________________________

_ I have read Exhibit “A”, the “Public Safety Center Room Policy and Use Agreement”, which is incorporated herein by reference and agree to abide by it._

**Signature of Responsible Person:** __________________

**Office Use: Deposit & Fees Received:** ___________  **Deposit Returned:** ___________

- If deposit retained – Why? __________________

**Comments:** __________________

____________________________________________________________

**Approved by:** ______________________  **Date:** __________________