

PUBLIC SAFETY CENTER ROOM RESERVATION FORM
Submit to Police Department Staff Assistant
700 SE Douglas, Roseburg OR 97470, Phone (541) 492-6760

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

Umpqua Room _____ (Occupancy with tables & chairs 50; chairs only 211)

North Umpqua Room #204 _____ (Occupancy 30 with tables & chairs; chairs only 45)

South Umpqua Room #203 _____ (Occupancy 35 with tables & chairs; chairs only 115)

Salmon Room #303 _____ (Occupancy 18 w/tables, chairs + 4 additional chairs)

Organization: _____

Responsible Person: _____

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) 492-6727 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: _____