



ARIZONA DEPARTMENT OF TRANSPORTATION

Organization and Employee Development (OED)

Human Resource Development Center

1130 North 22nd Avenue, Phoenix, AZ 85009

602-712-7613 FAX 602-256-7648 MD-069R

OED REQUIRES THREE (3) WORKING DAYS FOR CANCELLATION ON ALL ROOM RESERVATIONS.

EVENT DATE: _____ EVENT TIME: _____

EVENT NAME: _____

ROOM ASSIGNMENT _____ NUMBER OF PEOPLE ATTENDING: _____

ROOM SET-UP (See attached seating designs) _____

OED does not provide reproduction services, instructors should come prepared with all their material.

No fee for rooms. The only fees will be for the following:

AUDIOVISUAL & EQUIPMENT NEEDS: (No charge to ADOT for equipment)

_____ Flip Chart(s) with markers @	\$15.00 (ea)	\$ _____
_____ Overhead Projector @	\$20.00 per day	\$ _____
_____ Screen @	\$25.00 per day	\$ _____
_____ In-Focus @	\$75.00 per day	\$ _____
_____ DVD/VHS Video Playback @	\$20.00 per day	\$ _____
_____ Large Coffee Maker (only) @	\$20.00 per day	\$ _____
_____ Small Coffee Maker (only) @	\$10.00 per day	\$ _____
_____ Podium		\$ _____

Total \$ _____

OED does not supply coffee or other supplies not listed above.

Damages to equipment or room during your event the repair charges will be billed to your Org.)

Contact 1: _____ Phone: _____ Fax: _____

AGENCY/DIV

Contact 2: _____ Phone: _____ Fax: _____

Please read the Facility Usage Guidelines prior to signing. Signing this form confirms that you have read the guidelines and agree to all statements therein.

Responsible Party Signature: _____ **Date:** _____

Bill to: _____

Return to HRDC by e-mail or fax (602) - 256-7648

OED Representative Signature _____

(IF SIGNED BY OED REPRESENTATIVE THIS IS YOUR CONFIRMATION FOR THE DATE LISTED ABOVE.)

Room Seating Designs

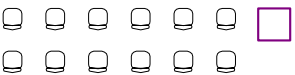
Mark the design that you require to have for your event.

Grand Canyon Meeting Rooms

When using only one of the Grand Canyon Rooms the designs are set up facing the white boards unless otherwise stated.

STAGE AREA

White Board



Chairs Only
Grand Canyon 1 or 3 = 75
Grand Canyon 2 = 50
Grand Canyon 1,2,3 = 225

White Board

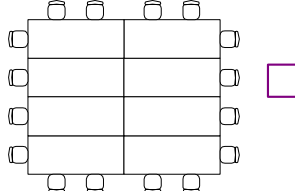


Table and Chairs
Grand Canyon 1 or 3 = 50
Grand Canyon 2 = 45

White Board

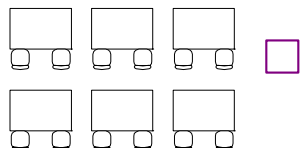


Table and Chairs
Grand Canyon 1,2 or 3 = 30

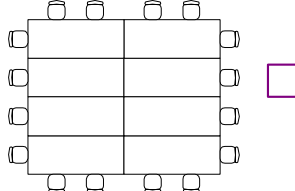


Table and Chairs
Grand Canyon 1,2 or 3 = 24

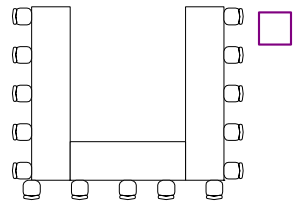


Table and Chairs
Grand Canyon 1,2 or 3 = 16-20

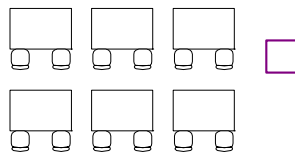


Table and Chairs
Grand Canyon 1,2 or 3 = 30

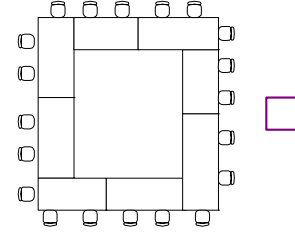


Table and Chairs
Grand Canyon 1,2 or 3 = 30

Ocotillo and Palo Verde Meeting Rooms

White Board

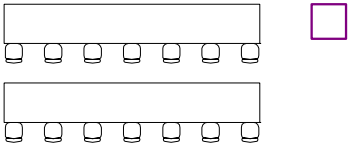


Table and Chairs
16-30

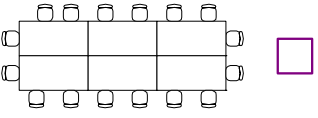


Table and Chairs
15

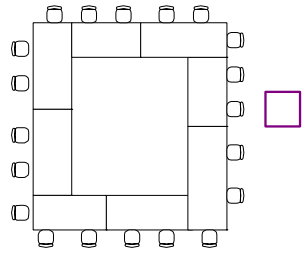


Table and Chairs
20

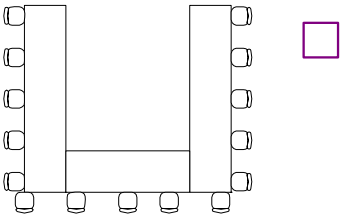


Table and Chairs
16-20

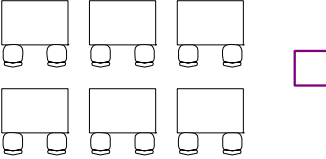


Table and Chairs
20

If the above designs do not meet your needs, please submit a drawing. OED will contact you if unable set up room as requested.

The above were designed to keep within the maximum capacity per room.

Facility Usage Guidelines

1. Room reservations can be made up to six months in advance.
2. ADOT Director & Governor Office events take priority over others.
3. Room reservation cancellations must be made three working days prior to event.
4. OED will invoice after the event and equipment **fees are due 15 days after the event**
5. Food and beverages are allowed in meeting rooms but are not supplied by OED.
6. **No tape will be used on the whiteboards and no staples or thumbtacks will be used on the walls.**
7. Meeting rooms will be cleaned and left as found prior to vacating the room. Users must notify OED immediately of any spills or other maintenance issues.
8. Equipment, other than what is furnished in the room must be provided by the external user. The user assumes full financial responsibility for any damaged equipment, to include, but not limited to chairs, tables, computers, flip charts, projectors, TV's, podium, microphones, etc.
9. All users are expected to arrive with the correct number of handouts or copies. **Copy machine in building is for Staff use only.**