MALOUFF COMMUNITY ROOM

Meeting Room Agreement and Reservation Request

Prevent Child Abuse Arizona (PCA Arizona) offers the use of our Malouff Community Room, located at 3298 Bob Drive, Prescott Valley, AZ 86314, to agencies that serve the community.

Room Details:

- Room rental is at no charge; however, in order to continue to provide this free service, a donation is requested to cover supplies, utilities, etc. This donation can be made by check payable to Prevent Child Abuse Arizona, PO Box 26495, Prescott Valley, AZ 86312, or at www.pcaaz.org/donate.
- A current certificate of liability insurance must be on file (Commercial General Liability of $1mm per occurrence/$2mm aggregate or more). Email to finance@pcaaz.org.
- Room can accommodate up to 40 people and can be rearranged into whatever configuration works for the meeting; however, the room must be returned to its original arrangement at the end of the meeting.
- PC laptop connected to two 52" LCD projection televisions available for PowerPoint or webinar presentations.
- Conference call speakerphone available (renters must use their own conference call numbers).
- IT service is not always available onsite. Please make your own arrangements.
- Please clean up trash, pick up papers, take down displays, wipe up spills, etc.
- Smoking is only permitted in the patio area just west of the main entrance. All cigarette butts must be extinguished in container provided. Any damage caused by smokers is your responsibility.
- No alcoholic beverages or glass containers can be brought onto the property or parking lot.
- No pets are allowed on the premise except service animals.
- Normally, the room is available between 9:00 a.m. and 5:00 p.m., M-F. If other times are required, please contact us at the phone/email address below to discuss.
- Please notify us if you notice any stains and/or damage to the room, equipment or furniture.
- If there are 10 or more in your group, please park on the unpaved lot adjacent to the building.

By signing below, you agree to maintain the security and care of the Malouff Community Room and any equipment within the room, and leave the room in the condition in which it was found.

Requested Date/Time: _____ Use/Purpose: _____
(Please use separate piece of paper if multiple times are requested)

_____ _____,
Print Name Organization/Affiliation

_____ _____
Signature Date

Rental confirmed by:

_____ _____
PCA Arizona Staff Member Date

For more information, contact malouff@pcaaz.org or call 928.445.5038.