



**Locations**

Rooms to reserve at the Bryant Bannister Tree-Ring Building, 1215 E. Lowell Street, Tucson, AZ 85719:

*Multipurpose Room (110)*

*Conference Room (424)*

*Exhibit Area (101).*

**Group (Organization or Department) Using the Space**

<i>Group</i>	<i>Contact name</i>	<i>Email</i>
<i>Phone</i>	<i>Fax</i>	<i>Address</i>
<i>City</i>	<i>State</i>	<i>Zip</i>

**Group Paying for the Reservation**

<i>Group</i>	<i>Contact name</i>	<i>Email</i>
<i>Phone</i>	<i>Fax</i>	<i>Address</i>
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>FRS account #</i>		

**Event Information**

<i>Event title</i>	<i>Event type</i>	<i>Number of people</i>
<i>Date</i>	<i>Start time</i>	<i>End time</i>
<i>Alcohol served (LTRR Director &amp; University of Arizona Police Department approval mandatory)</i>		

**Recurring Reservations**

For each month, mark the days when you would like additional reservations for the same event:

<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>
<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>

**Setup Needs**

Check the boxes for your computer and AV needs; however some rooms have limited facilities:

<i>Projection (own laptop)</i>	<i>Projection (LTRR computer)</i>	<i>Microphone for presenter</i>
<i>Whiteboard</i>	<i>Network access</i>	<i>Playing recorded sound/video</i>

*Special setup instructions*

**Signing**

I have read and understood the Reservation Conditions overleaf

<i>Name</i>	<i>Date</i>	<i>Signature</i>
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## Reservation Conditions

Reservations are not approved unless the following Reservation Conditions have been read, understood, and signed by the individual reserving the room (lessee) and approved by a representative of the lessor, the Laboratory of Tree-Ring Research (here abbreviated to LTRR).

1. All properties are to be accounted for and left in the condition they were received. Extra property is to be removed from the premises immediately after the event unless prior arrangements have been made with the LTRR.
2. The LTRR is not responsible for personal items, either lost or left in the rooms. Items left in the building may incur an additional charge for labor or storage
3. Lighting, wiring, scenery or furniture are not to be changed except by special permission from the LTRR. If special permission is granted, such lighting, wiring, scenery, or furniture must be replaced as directed at the expense of the party requesting the change. Any materials affixed to painted walls and/or wood surfaces are prohibited. Damage occurring in a room or loss of equipment during facility use will be charged to the group responsible for the reservation
4. Nothing may be hung, pasted, or affixed in any manner to the facility walls, doors, windows or floors. Cork boards and easels may be provided for any signs or banners requested to be displayed. Candles, incense or other flammable items may not be burned in any of the rooms.
5. The program for speakers, room set-ups, room decorations and equipment needs must be submitted for approval at the time the reservation is requested.
6. Any advertising for the promotion of the program, such as newspaper releases, posters, tickets, and handbills must indicate the sponsoring agent. Any advertising or promotion of the event must also be discussed with the department beforehand.
7. The LTRR reserves the right to refund deposits paid in advance for the rental of any facilities or to cancel an event should the department decide the usage is not in its best interests. The LTRR may cancel the use of the facility on the date of the event or beforehand by notifying the reserving group in the following manner: by telephone, messenger, letter addressed to requesting group, email or inserting one advertisement in a daily Tucson newspaper—at any time prior to any such performance or event.
8. If liability insurance is required, liability insurance shall be provided by the requesting organization and evidence of same (satisfactory to the LTRR) filed with the LTRR administrative office at the time of signing this agreement. The insurance shall be provided in the minimum limits of \$1,000,000 combined single limit for Liability and Property Liability coverage.
9. To the extent permitted by the law, the requesting group agrees to save and hold harmless the department from any damages which may occur to any person or property due to negligent or willful acts of employees, students, participants, spectators or agents of the requesting group. Please confer with the Community Planner for more information about insurance and to see if insurance is required for your specific event.
10. EXTRA SERVICE: Requesting organizations shall pay a sum to the LTRR on demand for additional equipment, setup, labor, etc., incurred and/or requested (above the amount of facility rental) if required by the department.
11. All Non-University reservations must be PRE-PAID and are subject to cancellation fees prior to 30 days. For more information contact Pamela Pelletier, Community Planner, at 520-621-0984 (phone), 520 621 8229 (fax) or [pamela@email.arizona.edu](mailto:pamela@email.arizona.edu).