



3005 112th Street East  
Tacoma, WA 98446  
PH: 253.536.6500 FAX: 253.537.1809

## University Place Civic and Library Building Atrium Reservation Application



3715 Bridgeport Way W  
University Place, WA 98466  
PH: 253.566.5656 FAX: 253.460.2541

This application will not be processed nor will the facility be reserved until this form has been completed and approved by the City of University Place and Pierce County Library System representatives, when applicable, and until all required fees are paid in full.

### Application Information

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Mailing Address City Zip \_\_\_\_\_

Phone \_\_\_\_\_

Home

Work

Fax

Cell

Email \_\_\_\_\_

### Event Information

Title of event, if applicable \_\_\_\_\_

Briefly describe proposed use \_\_\_\_\_

\_\_\_\_\_

Describe proposed set-up/use of space, i.e. tables, chairs, sound system, etc.

\_\_\_\_\_

Yes, I agree to use recommended floor plan.

Date/Time of the event. Note set-up and take-down time as well.

First option \_\_\_\_\_

Second option \_\_\_\_\_

Third option \_\_\_\_\_

Describe attendees

Invited guests      Yes    No                      Open to public              Yes    No

Charge to attendees    Yes    No                      Other \_\_\_\_\_

Number of people expected to attend \_\_\_\_\_

### Acknowledgement

I have read the University Place Civic and Library Building Atrium Use Rules and agree to comply. I understand that I am responsible for any negligence incurred while using the atrium during this assigned time period.

Signature \_\_\_\_\_ Date \_\_\_\_\_

You may submit this completed application by mail to the City of University Place, 3715 Bridgeport Way W, University Place, WA 98466, by fax, 253.566.5658, or by email, [City\\_Hall@CityofUP.com](mailto:City_Hall@CityofUP.com). The City of University Place and the Pierce County Library System will review your application and the City will respond to you.

### FOR OFFICIAL USE ONLY

**Approved:** City of U.P. \_\_\_\_\_ Date \_\_\_\_\_ Pierce County Library \_\_\_\_\_ Date \_\_\_\_\_

**Checklist:**     Facilities     Engineering     Janitorial     Lock-up Services

**Date**                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_