



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

University Place Civic and Library Building Atrium Reservation Application



3609 Market Place W, Ste 200
University Place, WA 98466
PH: 253.566.5656 FAX: 253.460.2541

This application will only be processed and the facility will only be reserved after this form has been completed and approved by the City of University Place and Pierce County Library System representatives, when applicable, and when 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 or No – Will food be served?

Yes, I agree to use recommended floor plan. Yes, I agree to return tables and chairs to its original location (see diagram).

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 West, University Place, WA 98466, by fax at 253.566.5658, or by email at City_Hall@CityofUP.com. The City of University Place and the Pierce County Library System will review your application. Upon approval, the City will notify you and confirm your reservation.

FOR OFFICIAL USE ONLY

Approved: City of U.P. _____ Date _____ Pierce County Library _____ Date _____

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

Fee: \$ _____ Cash Check # _____ Receipt # _____