



Room Reservation Request Form

3801 West Temple Avenue, Building 35-1110 • Pomona, CA 91768-4017 • (909) 869-4467

Monday – Friday 9:00 AM – 9:00 PM • Saturday 11:00 AM – 3:00 PM • Sunday CLOSED

Break Hours Vary; Please Contact Games Room Etc. for Hours of Operations

Rental of partial or whole facility is available upon request and availability during hours of operations. *After Hour Fees are applicable when events are past normal operation hours*

Full Room Private	Partial Reservation	TV Lounge
\$150/hr. (2hr. Minimum)	\$50/hr.	\$25/hr.

- **Full Room Private Reservations:** Includes Entire Facility, 10 Billiard Tables, 2 Table Tennis, 2 Foosball Tables, 2 Bowling Lanes, 2 PlayStation 4 Consoles, & 3 Xbox 360 Consoles
 - **Monday – Friday:** available after 7:00 PM (*excluding on special events*)
 - **Saturday:** available all day
- **Partial Reservation:** Includes General Lounge Seating and Tables, 2 Billiard Tables, 2 Table Tennis, 1 Foosball Table, & 2 Bowling Lanes
 - **Monday – Thursday:** available throughout the day (*excluding high peak hours*)
 - **Fridays:** available all day (*excluding on special events*)
 - **Saturdays:** available all day
- **TV Lounge:** Includes TV, 12 Seats or Karaoke System
 - **Monday – Saturday:** available throughout the day (*excluding on special events*)

Policies

- Reservations must be made **10 days** in advance
- **Arcade Free Play** available only when reserving the entire facility for an additional charge
- Payment must be made **1 week prior** to the event date and in **Cash or Credit Card**
- **Purchase Order** is needed for Clubs, A.S.I and CPP Organizations
- **Food & Alcohol;** Must Provide Receipt of Foundation or Kellogg West Catering **1 Week Prior** to Event

Contact Name: _____

Organization: _____

Phone Number: _____

Email: _____

Advisor Name: _____

Email: _____

Event Name		Type of Event	<input type="radio"/> Full Room <input type="radio"/> Partial <input type="radio"/> TV
Date of Event		Time of Event	
# of Attendees		Food/Alcohol	<input type="radio"/> Yes <input type="radio"/> No

Office Use Only

Total Hours		Sub-Total	\$
Additional Charges	\$	Event Total	\$
ASI Equipment:			

I understand the above policies of renting of the Games Room Etc. I also understand that this form is only the preliminary setup in reserving the room. Finalization of all details and subsequent charges that may apply to rental of this facility will be handled through Conference and Event Services.

Signature of Contact Person

Date

Commercial Service Coordinator

Date