



## Meeting & Event Space Booking Information

**Due to limited staff, turnover/prep time of the rooms between reservations, and tenant usage of the spaces, we only accept reservations from 9am-5pm.**

Reservations outside of normal business hours are dependent upon availability.

**Reservations are limited in the summer months due to the buildings being a base of operations for the City of Flagstaff and Coconino County Emergency Operations.**

- ♦ From May through August, both wildfires and flooding can initiate the ICP here at the MOONSHOT™ (Formerly called NACET) buildings, with sometimes less than 24-hour notice, depending on the emergency.
- ♦ It is highly encouraged to have a backup meeting space in place in case of an emergency. The City of Flagstaff and Moonshot always try to accommodate any last-minute emergency relocations and cancellations; however, we cannot guarantee that we or the City will have alternative meeting spaces available.

### **Cancellation Policy:**

- ♦ A full refund will be issued for any reservations cancelled 30 days prior, or if the ICP takes the room and alternate accommodations cannot be made.
- ♦ 50% refund under any other circumstances.
- ♦ Reservation re-bookings due to weather can be credited, and must be used within 90 days, or a 50% refund applies.

### **Upfront Booking Rules:**

- ♦ Please account for setup and cleanup time of your reservation.
- ♦ Please return all meeting spaces to how they were found upon arrival the day of booking unless space setup is paid for.
- ♦ Only use designated markers on dry erase boards.
- ♦ Be courteous of businesses in the occupied offices of the building and do not roam halls. A public kitchen is available for use, with variable fridge space.

## Moonshot Accelerator Main Conference Room

- ◆ **Full Day:** \$125 + tax
- ◆ **Half Day:** \$75 + tax
  
- ◆ Includes 2 projectors, 2 TVs, and 1 rolling whiteboard
- ◆ Fits 32-75 people, depending on room setup. Standard setup is 32 people classroom style.



## Moonshot Accelerator Policy Room

- ◆ **Full Day:** \$50 + tax
- ◆ **Half Day:** \$30 + tax
  
- ◆ Fits up to 15 people
- ◆ Permanent boardroom-style meeting
- ◆ space Includes 1 TV and 2 whiteboards





# Meeting & Event Space Booking Information

First/Last Name \_\_\_\_\_

Type of event: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Number Attending: \_\_\_\_\_ Function Room: \_\_\_\_\_

Starting time: \_\_\_\_\_ Finishing time: \_\_\_\_\_

### Organization Type:

- Government
- Private
- Non-profit

### Extra Services

**Drink Table Rental (\$15)**

**Boxed Coffee & Pickup from Starbucks (\$25/ea)**

**Catering Pickup (\$30)**

**Room setup by Moonshot (\$30)**

*Please specify:*

**Beverages (\$13/ea)**

*Please specify:*

|            |            |            |            |
|------------|------------|------------|------------|
| Sprite     | Coca Cola  | Diet Coke  | Pepsi      |
| QTY: _____ | QTY: _____ | QTY: _____ | QTY: _____ |

|            |                      |
|------------|----------------------|
| Diet Pepsi | Minute Maid Lemonade |
| QTY: _____ | QTY: _____           |

|                       |                          |
|-----------------------|--------------------------|
| <b>Water (\$4/ea)</b> | <b>Ice Bags (\$4/ea)</b> |
| QTY: _____            | QTY: _____               |

### For Boxed Coffee Orders:

|            |            |
|------------|------------|
| Regular    | Decaf      |
| QTY: _____ | QTY: _____ |