



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
GOVERNOR PEDRO P. TENORIO MULTI-PURPOSE CENTER
OFFICE OF THE GOVERNOR
 Caller Box 10007 Saipan, MP 96950
 Telephone No# (670) 664-1014

Application Form

Applicant's Information

Name of Applicant : _____

Organization/Agency : _____

Purpose of Function : _____

Mailing Address : _____

Telephone No : _____ Cell Phone: _____

Email Address : _____

Estimate Number of Persons: _____

Reservation Date(s) From: _____ To: _____

Reservation Time **Please check one:**¹

Day Time- 7:30 A.M. to 4:30 P.M.

Evening Time- 5:30 P.M. to 10:00 P.M.

**Note: Any cancelation must be made one week before the date of event.*

Multi-Purpose Center usage fee:

- | | |
|--|----------|
| 1. Non-Refundable Deposit (First day user fee) | \$100.00 |
| 2. Additional day(s): _____ x \$100.00 | \$ _____ |
| 3. Mini Conference Room _____ x \$50.00 | \$ _____ |
| 4. Total Amount Paid | \$ _____ |

Treasury Receipt No# _____ Date Paid: _____

¹ Due to the limited number of staff members at the Multi-Purpose Center, there will be two separate reservation timeframes to choose from. Lessees are encouraged to stay within the 8 hour timeframe during the Day, or the 6 hour timeframe during the Evening. **To use the Center for both the Day time and Evening time, Lessees will be charged separate fees of \$100.00.**

Governor Pedro P. Tenorio Multi-Purpose Center Rules & Agreement:

Use of the Multi-Purpose Center:

- a) The Governor Pedro P. Tenorio Multi-Purpose Center is to be used only for lawful community or official functions and purposes.
- b) The applicant's name that appears on the Application Form shall be referred as the lessee. The lessee shall be held responsible for ensuring that the regulations governing the use of the Governor Pedro P. Tenorio Multi-Purpose Center are followed and upheld.
- c) The lessee (including his/her representative or designee) is not authorized to paint, drill, nail, tack or alter anything on the walls, floors or ceiling inside and outside the building.
- d) The lessee is responsible to bring the necessary supplies for public functions such as toilet tissue, paper towels, cups, et cetera for their planned activity.
- e) The lessee is responsible for disposing all their trash and debris in the garbage disposal. Lessee is to ensure that the building is thoroughly cleaned after usage.
- f) The lessee is not authorized to operate/remove or deface any government property inside or outside the building.
- g) No smoking, chewing of betel nut or gum, drinking (alcoholic beverages, soda, juice, coffee, or water), and consuming food is allowed inside the building.
- h) Lessee is responsible for removing any equipment, objects or articles brought into the Governor Pedro P. Tenorio Multi-Purpose Center.
- i) Lessee is responsible for the cleanliness and security of the center. In the event of damage or theft to the center, the Special Assistant for Administration will assess the costs of the damage or theft and seek reimbursement from the lessee.
- j) Lessee's failure to comply with the requirements established in this subchapter regarding maintenance and security of the center and its facilities will result in lessee being barred from future use of the center. In addition, lessee may be assessed a penalty of up to \$500.00 for littering a public facility or causing any damage or harm to the Governor Pedro P. Tenorio Multi-Purpose Center.

Governor Pedro P. Tenorio Multi-Purpose Center Reservation & User's Fee Policy & Guideline:

Reservation:

Any individual group, organization, or government agency may reserve the Governor Pedro P. Tenorio Multi-Purpose Center to conduct only lawful functions.

Applicants shall make reservations at the Governor Pedro P. Tenorio Multi-Purpose Center in Susupe or call # (670) 664-1014 for a reserved booking.

Application Forms for the Governor Pedro P. Tenorio Multi-Purpose Center usage is available at:

- Governor Pedro P. Tenorio Multi-Purpose Center the Center in Susupe
- Reception Office, Office of the Governor in Capital Hill.
- Online at gov.mp

Application forms must be filled in completely and submitted to the Governor Pedro P. Tenorio Multi-Purpose Center for final approval. Attach a copy of the payment receipt.

Payment for the Governor Pedro P. Tenorio Multi-Purpose Center use can be paid by cash or check payable to "CNMI Treasury". Payments² can be paid at three locations:

- CNMI Judiciary (Court Building), Susupe
- CNMI Treasury, Capitol Hill.
- CNMI Treasury, Dan Dan

User's Fee:

A non-refundable center's user fee of \$100.00 (per day) must accompany the approved application for Governor Pedro P. Tenorio Multi-Purpose Center and submitted at least three (3) working days before the official reserved date requested for _____.

The \$100.00 center's user fee will be charged for each day and/or evening that the center is reserved/used.³

Cancellation of Reservation:

Applicant may cancel reservation in writing to the Governor Pedro P. Tenorio Multi-Purpose Center at least three (3) working days prior to the reserved date of _____. Otherwise, the applicant will forfeit his/her entitlement to a refund. The Office of the Governor reserves the right to cancel any/all confirmed reservations for emergencies or urgent official matters. All deposits will be refunded.

² The Multipurpose Center Rental Reference # is 100043320

³ The Day Time Reservation timeframe is from 7:30A.M.-4:30P.M. and the Evening Reservation timeframe is from 5:30P.M.-10:00P.M.