



**City of Tigard**  
ROOM RESERVATIONS

# Credit Card Authorization

---

**If you would like to pay the room rental fee or security deposit by credit card, please submit this completed form to the City of Tigard's room reservation staff.**

Room(s) reserved: \_\_\_\_\_

Reservation date(s): \_\_\_\_\_

Authorized charge amount(s):

Rental fee                   \$ \_\_\_\_\_

Security deposit           \$ \_\_\_\_\_

Visa/MasterCard number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Cardholder name on card: \_\_\_\_\_

Address for the card, including zip code: \_\_\_\_\_

\_\_\_\_\_

Contact phone number: \_\_\_\_\_

**I give the City of Tigard permission to charge the indicated rental fee and security deposit to the credit card number given. I certify that I am an authorized signer on the account.**

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

Refunds will be processed by crediting the credit card charged.

This authorization may be sent to the Public Works Department at 13125 SW Hall Blvd., Tigard, OR 97223, **faxed to 503-684-8840 or emailed to [reservations@tigard-or.gov](mailto:reservations@tigard-or.gov)**. If you have any questions, please contact room reservations staff at 503-718-2641.