

ACTIVITY/MEETING ROOM REQUEST FORM

(I / WE) _____ WOULD LIKE TO RESERVE

(CIRCLE AREAS) If having an event (i.e., GNDGT) and a dinner etc after, fill out a separate form for each.

RETZLAFF HALL / PAVILLION / GAZEBO / LIBRARY-LOUNGE / GOLF COURSE (no Private Events)

CARD ROOM / BILLIARDS ROOM / WOODSHOP / Other: _____

EVENT TYPE (Place an X for whichever 'type' of event you are requesting):

- _____ SUNSHINE (Open): PLEASE DESCRIBE _____
- _____ PRIVATE: PLEASE DESCRIBE _____

PREPARATION: Start Date/Time: _____ End Date/Time: _____

ACTUAL EVENT: Start Date/Time: _____ End Date/Time: _____

CLEANUP: Start Date/Time: _____ End Date/Time: _____

NUMBER OF PEOPLE TO SETUP FOR (if applicable). See Below. _____

WILL YOU NEED TO USE? KITCHEN ____ SOUND (Mics) ____ MEDIA (TVs) ____ STAGE (for band etc) ____

I/We understand and agree that all or any part of this reservation may be cancelled if the area is needed for SEPO meetings, Women's Club Activities, or other special events, as determined by the Board.

I/We further understand, if multiple events occur on a weekend, I/we will be responsible for any setup if my/our setup is different from the other event(s) setup.

I/We also understand that we are responsible for returning both A/C thermostats to 85, wiping off tables, taking out trash, turning off all lights and fans, turning off media system (TVs), locking the building when the activity/mtg is over and returning the microphones and all keys to the office. **NOTE:** There is no need to lock the building after a daytime event.

Name (Print) _____ Date _____

Phone # _____ Email _____

Request Approved By _____ Date _____

Please complete a new form if the circumstances (date, time, location etc) of your original request change.

Date resubmitted _____ Reason _____

Revision Approved By _____ Date _____

Any Special Instructions for this request?

- Please specify, in your request date(s) and time(s) above, for setup and cleanup.
- Attach a drawing if other than normal setup is required for the area you are requesting (i.e., tables & chairs in hall).