

ACTIVITY/MEETING ROOM REQUEST FORM

TO SEPO BOARD:

_____ **WOULD LIKE TO RESERVE**

RETZLAFF HALL _____ LIBRARY/LOUNGE _____ CARD ROOM _____ PAVILLION _____ GAZEBO _____

FOR THE FOLLOWING:

PRIVATE PARTY _____ PLEASE DESCRIBE _____

SUNSHINE ACTIVITY/MTG _____ PLEASE DESCRIBE _____

DATE OF ACTIVITY/MEETING _____

TIME OF ACTIVITY/MEETING _____

NUMBER OF PEOPLE TO SETUP FOR _____

WILL YOU NEED TO USE? KITCHEN _____ SOUND SYSTEM _____ STAGE _____

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 that if multiple events occur on a weekend, I/we will be responsible for any setup if my/ours changes from the other event(s) arrangements.

I/We also understand that we are responsible for turning the A/C to the designated temperature (85), taking out trash, wiping off tables, turning off all lights and fans, turning off media system (if used), locking up sound system (if used) and locking the building when the activity/mtg is over. NOTE: There is no need to lock the building after a daytime meeting.

Signed _____ **Date** _____

Approved By _____ **Date** _____

Date resubmitted _____ **Reason** _____

Approved By _____ **Date** _____

Any Special Instructions for this request?

- Please allow time for setup and time for refrigerator use.
- Attach drawing if other than normal setup is required for the area you are requesting.