

# Recreation Hall Reservation Sheet – One Time Event

Chairperson: \_\_\_\_\_

Unit #: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

Co-Chairperson: \_\_\_\_\_

Unit #: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

Event: \_\_\_\_\_

I request use of the Lower Rec Hall  Upper Rec Hall

Storage Room (Tables) Access Needed: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Storage Room (Paper Products) Access Needed: Yes: \_\_\_\_\_ No: \_\_\_\_\_

(Use of Rec Hall Only. Pool & Patio Areas Are Not Available for Reservation)

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Date to Decorate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time to Decorate: \_\_\_\_\_ to \_\_\_\_\_

Gate Open Time: \_\_\_\_\_ to \_\_\_\_\_

Door Open Time: \_\_\_\_\_

Date of Ticket Sale: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of Ticket Sale: 8:00 am to 9:00 am

# of Tickets Needed: \_\_\_\_\_ Donation: \$ \_\_\_\_\_

Note: Ticket sales limited to 10 per person. No Advance Sales

**Reservation Details may be altered only once**

**Reservation Sheet must be complete for review by Rec Director**

**Rec Hall Set Up & Break-Down is the Responsibility of the Committee**

**Channel 63 Info must be provided at time of application submittal**

**No employees are to be involved with the set-up/breakdown**

**(Unless specifically authorized by the General Manager)**

**Chairperson/Co-chair/Aid Acknowledgement:** \_\_\_\_\_

## Channel 63 & Bulletin Board Information

(MESSAGE SHOULD CONTAIN BOTH EVENT & TICKET SALE INFORMATION)

Message Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Your Fob will be programmed to access Upper Rec Hall for Decorating, Time of Event & additional prep time required.

All decorations and their removal are the responsibility of the person holding the event.

They must be removed the same day/night as the event and placed where they are stored or disposed of.

Events following yours need enough time for their setup.

### SET-UP & BREAK-DOWN

1. Do not move the TV. TV usage is limited "R" rated films or lower. Should you need the procedure to operate the TV, please get instructions from the office prior to using.
2. Any alcoholic beverages available during the event are BYOB only. No sales.
3. HO staff will provide instructions for proper use of the sound system, if needed.
4. Nothing decorative in nature is to be placed on the walls of the Upper Rec Hall
5. Chairs are to be placed in the carts. Leave a foot of space when positioning the carts against the walls of the Rec Hall to ensure the walls are not scratched, gouged or damaged.
6. General Manager will program the AC temperature for the event.

Please See the Attached Rec Hall Clean-up checklist

Entertainment Name/Address/Phone:

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Payee/Amount of Check Needed: \_\_\_\_\_

Calendar Rep: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_