

Recreation Hall Reservation Sheet – Recurring/Daily Activities

Chairperson: _____

Unit #: _____ Phone#: _____

Email: _____

Co-Chairperson: _____

Unit #: _____ Phone#: _____

Email: _____

Event: _____

I request use of the Lower Rec Hall Upper Rec Hall

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

Storage Room (Tables) Access Needed: Yes: _____ No: _____

Storage Room (Paper Products) Access Needed: Yes: _____ No: _____

Starting Date: ____/____/____ Ending Date: ____/____/____

Please Circle Day Below:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Start Time: _____ End Time: _____

Gate Open Time: _____ Gate Close Time: _____ Door Open Time: _____ Door Close Time: _____

If activity is held at multiple times on multiple days, please circle below:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Start Time: _____ End Time: _____

Gate Open Time: _____ Gate Close Time: _____ Door Open Time: _____ Door Close Time: _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Start Time: _____ End Time: _____

Gate Open Time: _____ Gate Close Time: _____ Door Open Time: _____ Door Close Time: _____

Special Instructions:

Please fill out other side of Reservation Form

Reservation Details may be altered only once

No changes accepted after December 31st

Reservation Sheet must be complete for review by Rec Director

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

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

(Unless specifically authorized by the Gen Mgr.)

Chairperson/Co-chair/Aid Acknowledgement: _____
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All decorations and their removal are the responsibility of the person holding the event. They must be removed the same day/night of 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 to "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 sale of beverages or included in ticket price)
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. Property Manager will program the AC prior to the event.

Calendar Rep: _____ Date: _____

Approved By: _____ Date: _____