

Date Submitted Originally \_\_\_\_\_

## ACTIVITY/MEETING ROOM REQUEST FORM

TO SEPO BOARD:

(I / WE) \_\_\_\_\_ WOULD LIKE TO RESERVE

(Circle Area) If you are having an event and then a dinner etc, please fill out a separate form for each.

RETZLAFF HALL / PAVILLION / POOL / GAZEBO / LIBRARY-LOUNGE / GOLF COURSE

CARD ROOM / BILLIARDS ROOM / WOODSHOP / Other: \_\_\_\_\_

FOR THE FOLLOWING TYPE (Please Check Mark):

- SUNSHINE ACTIVITY/MTG \_\_\_\_\_ PLEASE DESCRIBE \_\_\_\_\_
- PRIVATE PARTY \_\_\_\_\_ PLEASE DESCRIBE \_\_\_\_\_

DATE OF ACTIVITY/MEETING \_\_\_\_\_

TIME OF ACTIVITY/MEETING \_\_\_\_\_

NUMBER OF PEOPLE TO SETUP FOR (if applicable) \_\_\_\_\_

WILL YOU NEED TO USE? KITCHEN \_\_\_\_\_ SOUND SYSTEM \_\_\_\_\_ MEDIA 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 \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Date resubmitted \_\_\_\_\_ Reason \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Any Special Instructions for this request?

- Please allow time, in your request date(s), for setup and refrigerator use.
- Attach drawing if other than normal setup is required for the area you are requesting.