

Activity Department – Room Reservation Request

2022 - 2023

Name: _____

Address: _____

Telephone: _____

Room Name / Number / Location: _____

Activity / Club: _____

Start Date: _____ End Date: _____

Day(s) of the week: _____

How Often: _____ (weekly, monthly, one time)

Reservation Start Time: _____ End Time: _____ (include set up / tear down and cleaning)

Actual Activity Start Time: _____ End Time: _____

Supplies Needed: _____

In the event there is a required cancelation of any of the dates I am reserving, I wish to be notified via the following method. I understand I will be responsible to notify all attendees of any changes.

Please contact me via: _____ (email, phone, text)

At this address: _____ (phone number or email address)

I would also like a copy deposited in my property mail box

Please read before signing:

All rooms must be returned to the condition in which they are presented. Tables must be cleaned. Any borrowed equipment must be returned to storage area. If you find the previous occupants did not return the room in satisfactory condition, please notify the activities department

I agree to allow the activities department to provide my contact information to anyone interested in the activity I am leading. The information I am allowing you to provide is:

(telephone number or email address)

My signature below indicates I have read and agree to comply with the rules and allow the contact method above:

Signature: _____

Date: _____

Club President Signature: _____

Date: _____