

ADDITIONAL FACILITY USAGE INFORMATION

Separate forms must be completed for Sound/Special Items request and Table/Chair request. The Sound/Special Items request form, table/chair requests and floor plan for the event should be turned in at least 14 days prior to the date of the event/class. (Additional information will be sent out to you with the room reservation confirmation letter.)

Any booking requests for Resident Memorials and Special functions for City, State, National Elections or the Sunland Village East Board of Directors take precedence over any confirmed or non-confirmed booking.

A RESIDENT MAY NOT RENT A ROOM FOR USE BY A NONRESIDENT. (Revised 7-15-2008)

MEMORIALS

No Room Usage Fee for a Member however a \$50 donation is suggested when using the services of our volunteer angels who assist with refreshments.

A Room usage fee of \$100 is requested for memorials hosted by a Member for an immediate family member.

Deposits – Auditorium \$500; Mesa Verde \$150; Oakwood \$200; Rosewood \$125; Saguaro \$100

Cleanup of the facilities is the responsibility of the individual who signed the Room Reservation Request. The Board of Directors has the right to hold said individual financially responsible for the cleanup, if needed. When using glitter, confetti, or a like substance during your use, a \$50.00 charge is to be paid for cleanup. Nothing should be attached to the walls. Nails, tacks, and other such materials cannot be used. The deposit will only be refunded if, after inspection of the room, it has been cleaned properly and everything has been put away.

ANYONE WHO ABUSES THE PRIVILEGE OF ROOM USAGE WILL BE DENIED ALL FUTURE RESERVATIONS OF ANY ROOM FOR ONE YEAR! THIS ALSO INCLUDES OUTSIDE GROUNDS AND FACILITIES!