

SUNLAND VILLAGE EAST  
2145 S. FARNSWORTH DRIVE, MESA, AZ 85209  
OFFICE (480) 380-0106  
FAX (480) 986-1860

**ROOM RESERVATION REQUEST (Seminar/Commercial Use)**

\_\_\_\_\_ \$1,000 Auditorium \_\_\_\_\_ \$500 Auditorium Kitchen (in addition to room fee)  
\_\_\_\_\_ \$ 300 Mesa Verde \_\_\_\_\_ \$250 Mesa Verde Kitchen (in addition to room fee)  
\_\_\_\_\_ \$ 300 Oakwood \_\_\_\_\_ \$250 Oakwood Kitchen (in addition to room fee)  
\_\_\_\_\_ \$ 150 Rosewood \_\_\_\_\_ \$125 Rosewood Kitchen (in addition to room fee)  
\_\_\_\_\_ \$ 150 Saguaro Room

Minimum Attendance: Auditorium 50, Oakwood 50, Mesa Verde 15, Rosewood 10, Saguaro 6

TODAY'S DATE \_\_\_\_\_ EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_ END TIME \_\_\_\_\_

REQUESTED BY (PRINT) \_\_\_\_\_

SIGNATURE OF REQUESTER \_\_\_\_\_

Only this person will provide the information required and will be responsible for the room.

PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**DAMAGE/CLEANUP DEPOSIT:**

**\$600 Auditorium, \$250 Mesa Verde, \$250 Oakwood, \$200 Rosewood, \$100 Saguaro**

Full amount of damage/cleanup deposit is due at the time of booking. Check is made payable to SUNLAND VILLAGE EAST along with set-up information. If this is not complied with, SVE has the option to reserve the room to the next event on the waiting list. Damage/cleanup deposit will be refunded after the room is inspected for any damage or cleanup.\* Upon inspection, refund will be made in entirety,\* unless damage or cleanup is required, which in turn will be deducted from the deposit. In event that the damage exceeds the deposit, the Requester will either compensate the balance out of his/her Liability Insurance or will be personally liable.

**\*DOES NOT APPLY TO KITCHEN, FOR WHICH A FLAT FEE OF \$ \_\_\_\_\_ IS NONREFUNDABLE, USAGE IS CHARGED.**

DATE DEPOSIT RETURNED \_\_\_\_\_ CHECK # \_\_\_\_\_ AMOUNT \_\_\_\_\_

SIGNATURE \_\_\_\_\_ // \_\_\_\_\_ // \_\_\_\_\_

Activity Director

Date

**REQUESTER'S RESPONSIBILITIES**

1. All trash must be disposed of and taken to the dumpster.
2. All damage must be reported immediately after each event. Any damage incurred by any club/organization, resident/guest, that party is responsible for full reimbursement to the Association.
3. Any equipment that is requested for the event must be reserved in advance on the set-up sheet.
4. SVE will not be responsible for any products placed in the room prior to the event.
5. The requester is responsible for checking out the key(s) prior to the event DURING BUSINESS HOURS ONLY. The keys will also be returned to the office DURING NORMAL OFFICE HOURS.

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