



# Sunland Village East Homeowners Association

## OPEN USE ROOM REQUEST FORM

ROOM: \_\_\_\_\_ TODAY'S DATE: \_\_/\_\_/\_\_

NAME OF FUNCTION OR CLASS. \_\_\_\_\_

Please use a separate form for each function and room

#OF EXPECTED PARTICIPANTS: \_\_\_\_\_ Amount Charged Per Person \$\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

LOCAL TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

1ST CHOICE \_\_\_\_\_ 2ND CHOICE \_\_\_\_\_

3RD CHOICE \_\_\_\_\_

\_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ One time

Day of the week: \_\_\_\_\_

START DATE: \_\_/\_\_/\_\_ END DATE: \_\_/\_\_/\_\_

### ROOM CAPACITY

<u>CHAIRS ONLY</u>		<u>WITH TABLES &amp; CHAIRS</u>	
Auditorium	500	Auditorium	300
Mesa Verde	119	Mesa Verde	100
Saguaro	40	Saguaro	32
Rosewood	45	Rosewood	25
Oakwood	200	Oakwood	120

\*Amenity fees may be applied for use of SVE equipment and kitchen supplies. A maintenance fee of \$35 per labor hour may be charged for after hour maintenance requests or set-ups. \$25 per labor hour may be charged during regular office hours for maintenance requests or set-ups.

Set up time: From \_\_\_\_\_ To \_\_\_\_\_ Actual Event/Class time: From \_\_\_\_\_ To \_\_\_\_\_  
 Clean up time: From \_\_\_\_\_ To \_\_\_\_\_

Separate forms must be completed for Table/Chair set-up. The should be turned in at least 2 weeks prior to the date of the event. If a sound tech is required, additional fees may be incurred.

Rooms are assigned on a first come, first served basis according to the time stamp put on this from when you turned it in to the SVE office.

**\*\*\*\* PLEASE NOTE — NOT ALL ITEMS ARE AVAILABLE IN ALL ROOMS \*\*\*\***

**Room Request Form  
Page 2**

Please Note: **All information is required.** Sunland Village East facilities are meant for the enjoyment of its residents and their guests. Persons teaching classes for a fee will be assessed a percentage of class fees as a room charge. Based on availability, residents may request rooms to conduct personal business, however there are fees and deposits depending on which room you request. Please contact the Association office to for deposit and room rental fees. Based on Availability, rooms may be reserved by residents for club meetings and events at no charge.

**As group, club or event designee, by signing this form you are accepting responsibility to ensure all room and kitchen guidelines are adhered to by all attendees.**

**ALL AREAS ARE NONSMOKING**

**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!**

If you have any questions, please feel free to call the Activities Office at 480-380-0106.

\_\_\_\_\_  
Signature of Contact Person/Date

\_\_\_\_\_  
Signature of Activities Director/Date

# SOUND REQUEST and SPECIAL ITEM REQUEST

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

ROOM: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ \

SOUND SETUP TIME: \_\_\_\_\_

\*SPECIAL REQUESTS: MIC (CORDED OR CORDLESS) No. required: \_\_\_\_\_

MIC STAND \_\_\_\_\_

PODIUM \_\_\_\_\_

DRY ERASE BOARD \_\_\_\_\_

EASEL \_\_\_\_\_

PIANO \_\_\_\_\_

Additional items may be requested, but unavailable.

\_\_\_\_\_  
\* (Items may not be available in all rooms)

## FOR OFFICE USE ONLY:

Has completed a separate room request form for each requested class, activity or event.

Date Form Received: \_\_\_ / \_\_\_ / \_\_\_      Time Received: \_\_\_:\_\_\_ a.m.    p.m. \_\_\_:\_\_\_

Signature of person receiving the request: \_\_\_\_\_