



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

CHAIRS ONLY

Auditorium	500
Mesa Verde	119
Saguaro	40
Rosewood	45
Oakwood	200

WITH TABLES & CHAIRS

Auditorium	300
Mesa Verde	100
Saguaro	32
Rosewood	25
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 ******

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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: _____