4/9/2026

Club Room Request Form

Fill out the form below completely.

Today's Date: _____

Name of Event _____

Name of Club _____

Contact person _____

SVE Address _____

Phone Number _____

Email _____

1st Room Choice		**Rooms Available** (table/chair capacity):
2nd Room Choice		**Auditorium**(300) **Sedona**(215) **Mesa Verde**(100) **Saguaro**(25)
How many people expected?		**Rosewood**(32) **Ocotillo**(48) **Arts & Crafts**(20) **Poker**(15)
Fob number		**Small Card Room**(32)

Event Details

Start Date: _____ **End Date (if ongoing):** _____

2nd Date Choice: **3rd Date Choice**

How often do you meet? (Circle)	**Weekly** **Monthly** **One Time**
What day of the week do you prefer to meet? (circle)	**Mon.** **Tues.** **Wed.** **Thurs.** **Fri.** **Sat.** **Sun.**

Set up time: **From:** _____ **To:** _____

Actual Event time: **From:** _____ **To:** _____

Clean up time: **From:** _____ **To:** _____

If adjustments are needed, what is priority? (circle) **Date / Time / Location**

Media Requested: **Yes** **No**

Sound Booth needed: **Yes** **No** **(if available)**

Maintenance setup requested: **Yes** **No**

Room Setup Must be turned in 2 weeks in advance- No exceptions!

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

*Rooms are assigned on a first come, first serve basis according to the time stamp put on this form when turned in to the SVE HOA office.

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!

_____ Signature of Contact Person/Date

_____ Signature of Activities Director/Date

Office Use Only			
Date Stamp:		**Time Turned in:**	