

ACTIVITY DATE REQUEST

TODAY'S DATE: _____ CLUB SPONSORING EVENT: _____

CONTACT PERSON: _____ TELEPHONE # _____

EVENT/ACTIVITY: _____

_____ SINGLE EVENT _____ RECURRING EVENT PUBLISH IN BULLETIN, WEBSITE, CALENDAR? YES / NO

DATE AND DAY OF SINGLE EVENT: _____ TIME: _____ TO _____

TIME OF RECURRING EVENT: w/set up/clean up: _____ TO _____ Time of event: _____ TO _____

WHEN: DAY OF THE WEEK: _____ WEEKLY / MONTHLY / OTHER _____ ALL YEAR OR _____ TO _____

DATES OF RECURRING EVENT: _____

WILL TICKETS BE SOLD OR MONEY COLLECTED: (circle one) YES / NO ALL PROCEEDS TO GO TO: _____

EVENT TO BE HELD AT: (circle one) CLUBHOUSE / HERON HALL / PAVILION

WILL THE KITCHEN BE USED: _____ WILL THERE BE ALCOHOL: _____

WILL YOU BE GRILLING*: _____ *Grilling IS NOT allowed under the Pavilion.

FOLLOWING EVENT:

THE PARK FACULTY USED, CLUBHOUSE, HERON HALL, OR PAVILION

MUST BE CLEANED IMMEDIATELY FOLLOWING YOUR EVENT.

- ALL TABLES AND CHAIRS MUST BE CLEAN AND PUT BACK WHERE THEY WERE WHEN YOUR EVENT BEGAN.
- IF THE KITCHEN WAS USED, ALL COUNTER TOPS AND ANYTHING YOU USED MUST BE CLEANED AND PUT BACK IN ORDER.
- FLOORS MUST BE SWEEPED. SPILLS MUST BE MOPPED UP.
- ALL TRASH MUST BE PLACED IN THE OUTSIDE DUMPSTER.
- ANY FOOD ITEMS PLACED IN THE REFRIGERATOR OR FREEZER MUST BE LABELED AND DATED, AND MUST BE REMOVED FROM THE KITCHEN WITHIN 48 HOURS.

FOR OFFICE USE ONLY:

DATE REQUESTED IS FREE ON THE RANCH CALENDAR: _____ YES _____ NO

BOARD APPROVAL: _____ DATE: _____