

# Village Grande at English Mill Homeowners Association

## FACILITY RESERVATION REQUEST FORM

*(Return by Email, fax or place in Mailbox outside Site Manager's Office)*

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Organization Sponsoring Event: \_\_\_\_\_

Room Requested: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Set up Time Requested:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Clean-up Time:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Person(s) Responsible for Clean-up: \_\_\_\_\_

*(Note: Set up time should be flexible to accommodate other needs for the facility)*

Comments:

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Please keep a copy of this form for your records. You will be notified on the disposition of this request.

(For use of HOA only)

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Status: \_\_\_\_\_

Reservation Date & Time: \_\_\_\_\_ Setup Date & Time: \_\_\_\_\_

Action Taken:

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