

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: _____

Compl. Time: _____

Set up Time Requested: Date: _____ Time: _____

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

Comments:

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:
