

**COMMUNITY CENTER FUNCTION REQUEST**

DATE(S): _____	
DAY: _____	
TIME: _____	TO _____
TYPE OF FUNCTION: _____	
SPONSOR - RESIDENT (PRINT): _____	PHONE: _____
<p><b>I have read and agree to comply with the following rules:</b></p> <p>All trash and refuse must be removed from the building. Rooms must be left in the same condition as prior to use.</p> <p>Tables and chairs must be stacked in the storage area after the event.</p> <p>Floors must be reasonably clean. A vacuum is available if needed</p>	
SIGNATURE: _____	DATE: _____

**CHECK ROOM(S) AND INDICATE SETUP NEEDED**

<input type="checkbox"/>	<b>MULTI-PURPOSE ROOM</b>	_____ PODIUM    _____ MICROPHONE    _____ VIDEO WALL    _____ COMPUTER _____ NO. CHAIRS    _____ NO. 6' TABLES    _____ NO. CARD TABLES SPECIAL REQUIREMENTS: _____
<input type="checkbox"/>	<b>CARD ROOM</b>	SETUP: _____
<input type="checkbox"/>	<b>DANCE ROOM</b>	SETUP: _____
<input type="checkbox"/>	<b>FLEX ROOM</b>	SETUP: _____
<input type="checkbox"/>	<b>ART STUDIO</b>	SETUP: _____
<input type="checkbox"/>	<b>PATIO</b>	SETUP: _____
<input type="checkbox"/>	<b>BOARD ROOM</b>	SETUP: _____
<input type="checkbox"/>	<b>CONFERENCE ROOM</b>	SETUP: _____
<input type="checkbox"/>	<b>CC PARKING LOT</b>	SETUP: _____