

Clubhouse Downstairs Request Form

This form collects the information needed to reserve the downstairs area of the clubhouse for an event. All groups using the ORO Clubhouse must submit a request form each year.

Event Name (Reason for Use): _____

Organizer/Requester Information

Name	Lot #	Phone Number	Text OK?	Email Address

Details of Event

Days of Use: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Event Start Time: _____ Event End Time: _____

First Date: _____ Last Date (if repeating event): _____

Estimated Number of Attendees (Legal Maximum: 63 Downstairs): _____

By signing below, I agree to the following items:

- I am responsible for complete setup and clean up of the reserved area, including returning all tables and chairs to their original state, and for any damages to contents or premises.
- Groups booked for a season may be asked to relinquish their previously reserved time up to, but not more than, three (3) times during the season. You must provide at least four (4) weeks prior notice when asking another group to relinquish their time slot.

Organizer Signature: _____ Date: _____

Organizer Printed Name: _____

For ORO/Office Use

Form Received: Received by: _____ Date: _____

ORO TV Channel: Added to community TV channel. Completed by: _____

ORO Website: Added to calendar of events. Completed by: _____