

CLUBHOUSE UPSTAIRS – REQUEST FORM

This form is used to reserve the upstairs clubhouse for an event. Groups using the ORO Upper Club House for recurring events need to submit request form annually.

Today's date (MM/DD/YY):

Reason for use:

Name & Alternate	Lot#	Phone Number	Text?	EMAIL
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Days of use: SUN MON TUE WED THU FRI SAT

Start Date (MM/DD/YY): End date (last event):

Setup time(use hh:mm): Start time: End time:

Doors typically open ½ hour prior to Start Time unless you specify differently.

Estimated number of attendees (FYI: Legal maximum 160 upstairs.)

Additional restrictions may apply, check ORO notifications. (Such as Covid-19)

- I am responsible to ensure all tables and chairs are returned to their original state of cleanliness, to clean up, and remove any materials and food not provided by maintenance, and for any damages to contents or premises.
- I am responsible for providing condiments, plastic wrap, aluminum foil, dish soap, and cleaning supplies.
- Groups booked for a season may be asked to relinquish their previously reserved time if needed. You must provide at least four(4) weeks prior notice when asking another group to relinquish their time slot.
- If you are a renter a deposit (\$50) is due with this request form at the office. The deposit will be returned upon inspection of areas used.
- ORO and E/E committee events have priority over member run events. E/E events are typically established by late summer.
- Submit this form to the ORO office at least a week prior to event.
- By typing or signing my name here I agree to these requirements and restrictions.**

Signature of Lot owner Date

Place on ORO Website: List in Calendar of Events.

Place event on the community TV Channel. I would like the screen to say the following:
e.g. **Event description**, date, time, contact, target audience... (3 lines max, 255 characters.)

ORO Section:

The area and equipment and were in clean, working condition and all tables and chairs have been returned to their original state. Doors were locked and lights off.

Damages: _____

Inspector: _____ Date: ____-____-____

Deposit (Only needed for non-ORO owners) bring to ORO Office.

Event Approved by: _____ Date: ____-____-____

Exceptions & Notes:

Clubhouse Upstairs - Set up Form for Maintenance

Today's date (MM/DD/YY):

Reason for use:

Days of use: SUN MON TUE WED THU FRI SAT

Start Date (MM/DD/YY): End Date (of last event):

Setup time(format hh:mm): Start time: End time:

Maintenance leaves at 3:30 pm (please reserve time for setups)

Check Items requested:

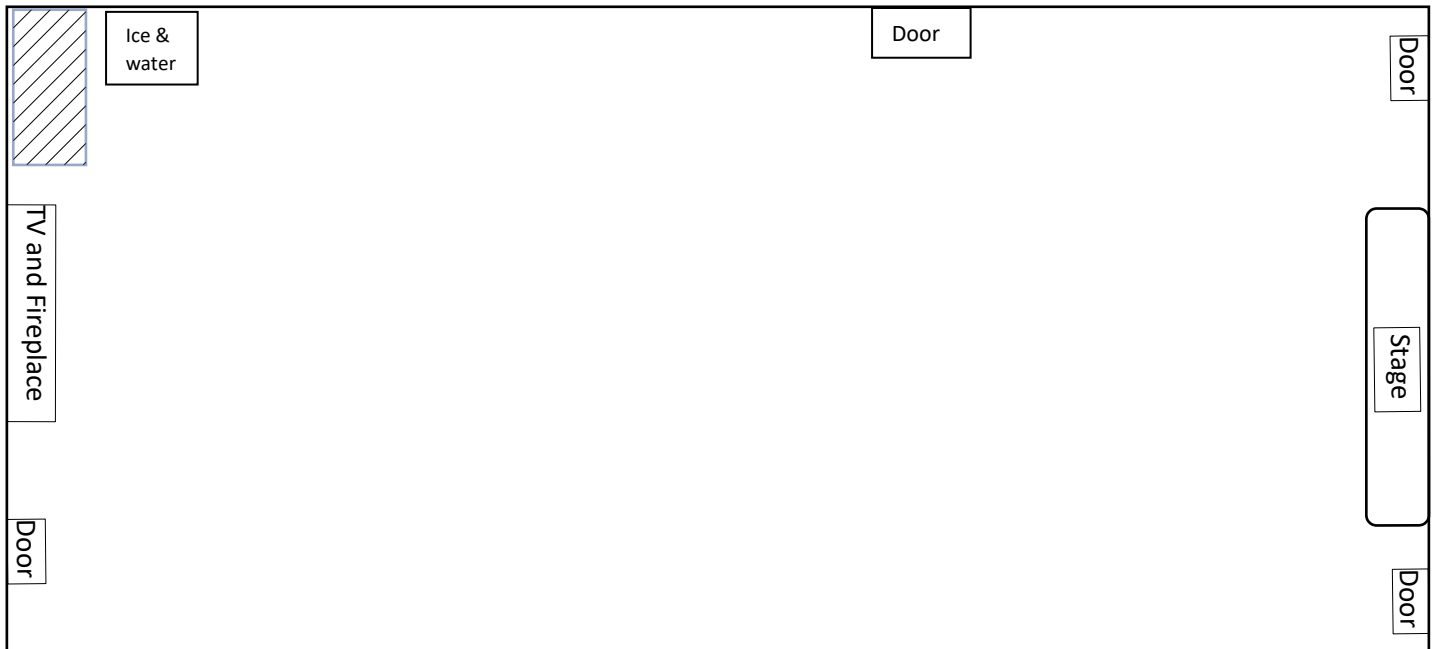
- Coffee Pots #
- Warmers #
- Refrigerator
- TV
- Microphone. Arrange with office (863) 424-1407.
- Sound system

(No Sterno. No stoves unless there is ORO health-certified oversight or liability wavier.)

Table and Chair Setup (describe below):

- Tables needed: Max chairs per table:
- Tables for a dance. Long tables. Card tables.
 - Meeting/Lecture just chairs with center aisle.
- (Chairs will face stage unless specified otherwise.)

Please draw diagram below: (not to scale)



Internal notes: Open kitchen area. Flags on stage.