

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): If repeating last date:

Setup time(use HH:MM): Start time: End time:

Setup time is the clock time maintenance needs to have finished setting up the tables. You can then decorate and/or setup for your event. Doors typically open ½ hour prior to Start Time unless you specify differently. Please make sure you are completely finished by **End Time** for the next activity.

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

Additional restrictions may apply, check ORO notifications.

- 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.
- I am responsible to ensure doors are locked, and are lights off. Reset air conditioners to 78° for the last event of the day, or if there is a long time between events.
- ORO and E/E committee events have priority over member run events. E/E events are typically established by the first week in July. A best effort will be made to prioritize by dates submitted to the office, and to limit bumping to three times.
- Member run events will be posted in the upstairs calendar, soon after E/E events are established.
- Submit this form to the ORO office at least a week prior to the event.
- 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.
- **By typing or signing my name here I agree to these requirements and restrictions.**

Signature of Lot owner Date

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

ORO Section:

Deposit (Only needed for non-ORO owners) bring to ORO Office. Yes / No

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

Office sent to maintenance _____ Date: ____-____-____

Exceptions & Notes:

Damages reported by: _____ Date: ____-____-____

Damages reported: _____

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:

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

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

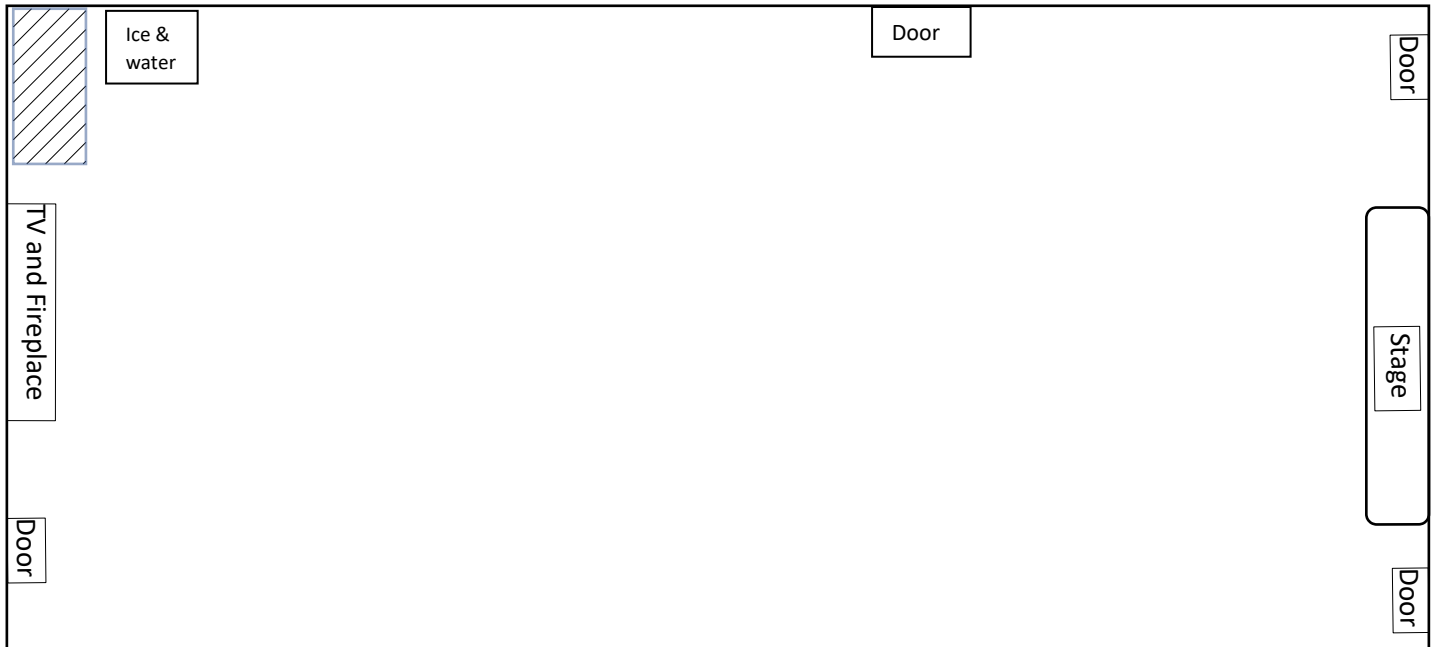
(No Sterno. No stoves unless there is ORO health-certified oversight or liability wavier.)

Table and Chair Setup (describe below): Tables for a dance. Long tables. Card tables.

Tables needed: Max chairs per table:

- 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.