

Clubhouse Upstairs – REQUEST FORM

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

Today's date: **Event:**

Name and Alternate	Lot#	Phone	Text?	email
<input style="width: 95%;" type="text"/>	<input style="width: 5%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 5%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>

Days of use: ☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat

Start Date (mm/dd/yy): If repeating Last Date:

Maintenance setup done by(hh:mm): Event start time: Event end time:

After maintenance has finished setting up the tables, then you can setup for your event. Typically doors 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)

- I am responsible** to ensure all tables and chairs are returned to their original state of cleanliness, and to remove all materials and food provided. I am aware that I am responsible for any damages to contents or premises. Ensure kitchen doors are locked, lights off, and return the thermostat to it's original temperature (if it was changed).
- You need to provide your own condiments, plastic wrap, aluminum foil, dish soap, and cleaning supplies.
- 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 future 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 (ParkMgr@ORO-Orlando.com) 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: **Date:**

- ☐ Place event on the community TV Channel. It's helpful if you make your own flier for the TV.
- ☐ Place on ORO Website.
- ☐ Label as "Private" and hide details in Online Calendar.

Event description, date, times, contact, why they should attend.

ORO Internal Section:

Deposit (Only needed for non-ORO owners) Pay at ORO Office.

Sent to Schedulers:

Office sent to maintenance

Event Approved by:

Exceptions & Notes: (report damages to office)

Yes / No

Date: - - CSR

Date: - - CSR

Date: - -

Clubhouse Upstairs – Set up form for maintenance

Today's date: Event:
Days of use: ☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat
Start Date (mm/dd/yy): If repeating Last Date:

Maintenance to be done with setup by: Event start time: Event end time:

After maintenance has finished setting up the tables, then you can setup for your event. Typically doors 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)

Items requested:

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

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

Table and Chair Setup (describe below)

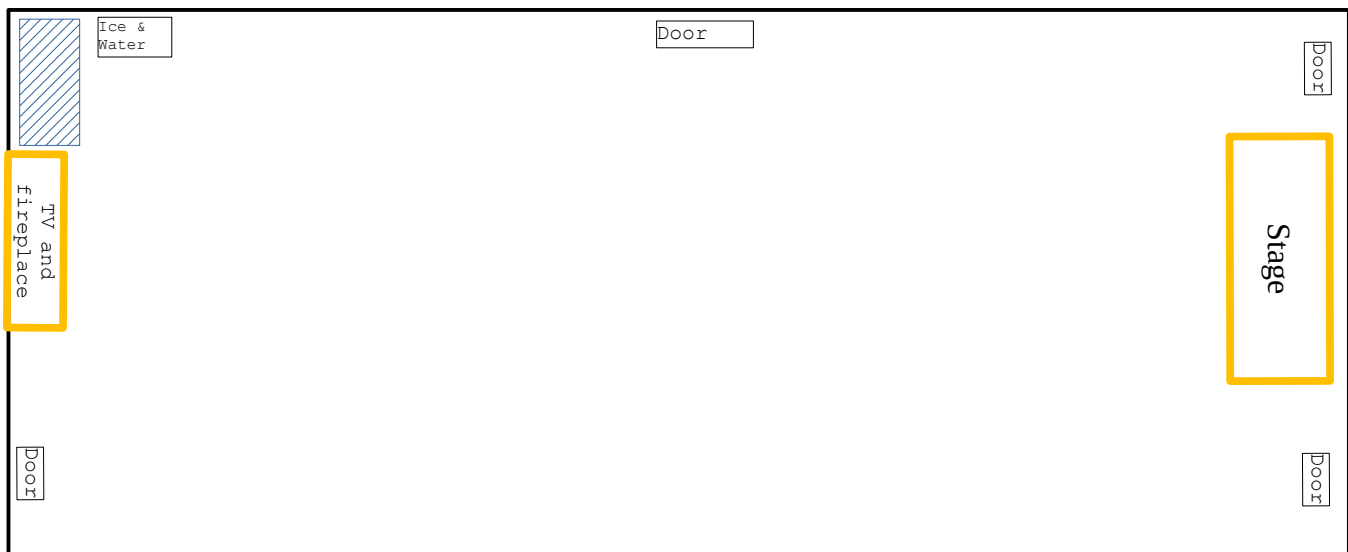
#Long tables: chairs per #Card Tables: chairs per

☐ Meeting/Lecture - just chairs with center aisle.

(Chairs will face stage unless specified otherwise.)

☐ No setup needed, will use any setup or will do it ourselves.

Please draw diagram below: (not to scale)



Internal Notes ☐ Open kitchen area ☐ Flags on stage

Using the Clubhouse Upper (CU) request form.

- You can download and print the “CU request form” from the ORO Website or pick up a copy at the office, or ask one of the upstairs clubhouse schedulers.
- When you're are done completing the form do one of the following:
- Print/Scan the of the first two pages of form:
 - **Email it to the office “ParkMgr@ORO-Orlando.com”** with Subject “**CU request...**”.
 - Drop-off the completed paper copy at the office, or postal mail it to the Park Manager - CU at 9000 US HWY 192 Lot 1000, Clermont, FL 34714
- Keep a backup copy.
 - Check the ORO Website’s CU Calendar for your event.

Using the fillable PDF:

- The fillable form helps create entries that are easier to read.
- The fillable form on some devices will automatically fill many entries on page 2 from page 1.
- You can type directly into the PDF form, if you have a computer, or smart phone, just use a PDF reader, such as Adobe’s or a browser such as Firefox, Safari and many others, to make entries.

Some notes about the fillable PDF.

- For some entries you can select a value, but it’s not available on all devices, nor for all fields. When you tab into a field if down arrow appears you can pick the value (such as date, time).
- **On some devices an invalid value will change to a blank**, other devices will throw an error message.
- On some devices if you hover the mouse over a field, help text will be displayed.

Dates:

- ◆ Dates must be entered in the “MM/DD/YY” format. Note the slash “/”.
 - ◆ **Valid examples:** “02/02/23”, “02/02/2023” (Some devices “2/02/25”)
 - ◆ **Invalid examples:** “02/2/23”, “02-02-23”, “Feb 2 2023”, “02 02 23”
 - ◆ Warning: an entry like “02/02” will work but the year will be the current year, which is probably not what you want, if its for February of next year..

Times (Clock):

- Must be in the “HH:MM” format. Note the use of the colon “:” and the two digit hour and minute. Military time is also acceptable such as 22:30.
- **Valid examples:** “10:30”, “22:30”, (some devices “10:30 PM”)
- **Invalid examples:**, “10”, “10:”, “10 PM”, “10 30”, “10.30”.
- On some devices even “4:00” will be invalid, but “04:00” would always be accepted.

Check boxes:

- Check boxes can be changed by a mouse click, and/or on some devices by hitting the space bar.

The setup:

- If you need a setup of tables and chairs, you may need to draw the layout, in which case you will print it, then hand draw the setup and send to the office or scan the page and send to the office.

Email to: ParkMGR@ORO-Orlando.com