

ROADHAVEN RESORT CLUB/GROUP ONE TIME EVENT  
ROOM SCHEDULING REQUEST 2021-2022

**CONTACT INFORMATION**

Club Name \_\_\_\_\_

\*Authorized Contact Name : \_\_\_\_\_ \* Phone: \_\_\_\_\_

\*Email: \_\_\_\_\_ \*Mailbox: \_\_\_\_\_

\* Please enter the information above with the person authorized by the club president to be responsible

**EVENT INFORMATION**

Event Date: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Room Request: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

# of people \_\_\_\_\_ Description of event \_\_\_\_\_

**\*\*EVENT TIME**

SET UP From: \_\_\_\_\_ AM PM To: \_\_\_\_\_ AM PM

ACTIVITY From: \_\_\_\_\_ AM PM To: \_\_\_\_\_ AM PM

CLEAN UP From: \_\_\_\_\_ AM PM To: \_\_\_\_\_ AM PM

\*\*If you require earlier or later use of room, you must schedule with the activity office for availability. Please respect events prior to or after your event for space and time.

**CATERING:** Yes \_\_\_\_\_ No \_\_\_\_\_ Company: \_\_\_\_\_

**ENTERTAINMENT** Yes \_\_\_\_\_ No \_\_\_\_\_ Company: \_\_\_\_\_

**\*\*\*EQUIPMENT NEEDED:** \_\_\_\_\_

\*\*\*If Audio Visual is requested other than a microphone you will need to fill in an AV Form and submit it with this request.

**All Event Requests must meet the following conditions:**

- A room checklist must be filled in and turned in to the activity office the following working day after the event.
- Rooms must be left in the original clean conditions.
- Trash must be collected, removed, and taken to the trash dumpsters.
- Kitchen linen is to be laundered and returned to the room/activity office by 10am the next business day after the event.
- Any damage must be immediately reported to Security and the Activity Director.
- Failure to meet the above conditions may result in the loss of future room event requests.

\_\_\_\_\_  
**Club President Signature**

\_\_\_\_\_  
**Date**

Date and time received by the Activity Office \_\_\_\_\_

Stamp date above

write in time above

Activity Director Initials \_\_\_\_\_ Date approved \_\_\_\_\_

date we put copy of approved room request and room checklist form in Mailbox \_\_\_\_\_