



**Sun City**  
CIVIC ASSOCIATION

## **Meeting Request Policy**

### **April 5, 2013**

**Notice to all SCCA Clubs and SCCA Committees:** Any additional club and/or committee meeting requests, date changes requests and cancellations must be requested **two weeks (14 days) prior to the requested date.**

All relevant event and meeting information must be attained, ready to present on paper and finalized to the Activities Coordinator at the time of the request.

This information includes but is not limited to:

- The reason for the requested date and/or change.
- What times will be required for the purpose of the meeting
- Location where the club member or committee member wish to host their meeting
- How many members will in attendance
- Any additional special requests

Failure to submit the request two weeks prior to the requested date may be rejected and a new date required by the requesting party. Thank you for your cooperation and helping us in effectively coordinating your needs and scheduling maintenance for room set-up and break-down

Alesia Strachan  
Activities Coordinator