

# Sun City Civic Association Club/PSO Meeting Room Request

Name of Club/PSO: \_\_\_\_\_

Contact Person: \_\_\_\_\_ SCCA Member #: \_\_\_\_\_ Ph #: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **ROOM REQUESTING:**

Webb Hall       Civic Hall       Other: \_\_\_\_\_  
 East Room       Trophy Room  
 North Hall       Museum Room

### **General Meeting/Event Schedule:**

ON: 1st | 2nd | 3rd | 4th | Mon | Tues | Wed | Thur | Fri | | Sat | Sun |      | Weekly | Monthly |

Set-up time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Actual Time of Event: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

How many attending: \_\_\_\_\_

### **Club/PSO Board Meeting Schedule:**

ON: 1st | 2nd | 3rd | 4th | Mon | Tues | Wed | Thur | Fri | | Sat | Sun |      | Weekly | Monthly |

Set-up time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Actual Time of Event: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

How many attending: \_\_\_\_\_

### **EQUIPMENT REQUESTED**

Round Tables: \_\_\_\_\_      Microphone\*: \_\_\_\_\_      Other: \_\_\_\_\_  
Long Tables: \_\_\_\_\_      Sound System\*: \_\_\_\_\_  
Card Tables: \_\_\_\_\_      Projector & Screen\*: \_\_\_\_\_  
Chairs: \_\_\_\_\_      Podium: \_\_\_\_\_

Please provide table and equipment set up for the requested room with this form, no less than two (2) weeks prior to the event.

\* Only in Webb and North Hall. Sound system is not to be changed or moved, it is set prior to your arrival.

Additional Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FACILITIES AND EQUIPMENT SHALL BE LEFT CLEAN AND IN GOOD ORDER. If not, the Club/PSO will be notified and assed a \$150.00 fee, per event/incident.**

**Maintenance Staff is not to be used to help you (Club/PSO) set up for your event, i.e. helping load/unload, setting up your event/meeting items, etc.**

Please submit the completed form to [activities@suncitycivic.com](mailto:activities@suncitycivic.com). Cancellations must be submitted 2 weeks prior.

Signed and acknowledged by Club/PSO President: \_\_\_\_\_ Date: \_\_\_\_\_

### **FOR STAFF USE ONLY**

Received Date: \_\_\_\_\_ Returned to Club/PSO Date: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_