

COMMUNITY ROOM REQUEST FORM

GREENSBORO

Condominiums & Townhomes

Today's Date _____ Date the Community Room building is requested _____

Name of Person Responsible for Event: _____

Address _____ Phone number _____

Event Hours From _____ to _____ Total Number of Guests _____

Description/type of function _____

Special Requirements _____

Must provide 2 checks (no cash) and annotate check number below

➤ Check #1 for \$30.00 _____ (Fee)

➤ Check #2 for \$100.00 _____ (Deposit)

I (we) request that a reservation be confirmed, in writing, for the use of the recreation center in accordance with the above. I (we) understand that a confirmed reservation and the use of the recreation center is subject to all of the provisions contained in the written rules and regulations, including complete cleaning of the party room, restrooms, entry way, patio and exterior of building (if used) upon completion of the event. Any damage to any area of the community room interior and/or exterior will be repaired and the cost charged back to the Resident of the condo or townhome.

After the use of the party room, we want the deposit check to be: Shredded _____ or Returned to us _____

Signature

Key number and date provided _____

Date key returned _____ (Revised: 2018)