

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)