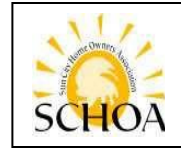


SCHOA Community Meeting Room Reservation Form



Date/s of Request: _____

Sun City's Advocate

Meeting Date/s: _____

Since 1963

Arrival Set Up Time: _____ Event Start Time: _____ Event End Time: _____

Name of Person Requesting Reservation: _____

Contact Cell Phone Number: _____

Contact Email Address: _____

RSVP Number and Contact Name: _____

Name of Organization/Business: _____

Address/City/Zip: _____

Business Phone Number: _____

Type of Meeting: _____

Number of Attendees (Room max capacity 50 theater style): _____

Description of meeting: _____

Circle requests:

Will you have advertising RSVP flyers: YES or NO

Please supply a sufficient amount of your RSVP Flyers to Sharon for display in our lobby and send pdf copy to membership@suncityhoa.org and schoasupport2@suncityhoa.org for your complimentary advertising in SCHOA's Looking Ahead Calendar. To be included your information must be received by the 15th of the month.

***SCHOA AUDIO/VISUAL SECURITY POLICY to use SCHOA's TV Monitor for Your Presentation:**

You will need to provide your own laptop equipment, loaded with your complete event presentation. SCHOA will provide both an HDMI cord to connect your laptop to use our television as your monitor and a wireless Powerpoint remote control. ***Confirm your laptop has HDMI port compatibility***

Podium needed: YES or NO

Wireless Microphones needed: YES or NO

TV Monitor: YES or NO

Please call Sharon at 623-974-4623 to make an appointment to view the SCHOA Community Room (M-F, 9-3 pm), to confirm your room layout and to test your laptop connection.

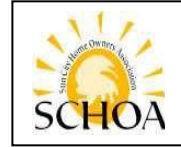
All Setups, Presentations and Clean Ups need to be completed within our business hours of 9:00 am-3:00 pm.

Event Presentations are to start no to earlier than 10 a.m.

MEETING ROOM:

- The SCHOA meeting room is set in theatre style. Changes to this setting require a diagram description.
- Table &/or Chair layout requested, use back of this form or provide a description or diagram.
- **The SCHOA Building is a NO SMOKING facility.**
- Approval is required to allow refreshments to be brought in for your event. **Will you provide? YES or NO**

SCHOA Community Meeting Room Reservation Form



Sun City's Advocate
Since 1963

PAGE TWO

Meeting Name and Date/s: _____

ROOM USAGE:

- Number of Hours of Use Requested: _____. **Charges begin with stated Arrival Set Up Time.**
- SCHOA accepts credit card, cash or check made payable to SCHOA; Note: community room resv & event date
- Business Partners: \$50/hour up to two hours, \$25 for each addition hour or fraction thereof.
- Non-Member Organizations: \$75/hour up to two hours, \$30 for each additional hour or fraction thereof.
- Condominium Associations: \$25/for up to 2 hours, \$10 for each additional hour or fraction thereof.

A \$25 cleaning deposit is required by all entities bringing in food or beverages.

After satisfactory inspection of the Community Room, your deposit will be refunded in SCHOA's next check cycle.

After your requested date/s are confirmed as available, you will receive an emailed confirmation and an invoice.

Your signature indicates that you accept and understand the above guidelines.

Organizer Signature: _____ (Print) Organizer Name: _____

It is a pleasure to welcome you to SCHOA and the SCHOA Community Meeting Room.
We wish you success with your event.

Internal Use:

Reservation accepted by: _____

Date: _____

NOTES: _____
