

REQUEST FOR USE OF COMMON FACILITIES FOR A GROUP ACTIVITY

Read Guidelines for Use of the Common Facilities and Areas. Copies are in the wall rack. *Remember an owner must sponsor the event and is responsible for leaving the building and grounds clean including the bathrooms. No more than 4 dates per request. Fill out a second form if needed for additional dates.. No noise after 10 PM and no public advertisement of the location.* Exceptions to the guidelines may be approved by the Executive Committee. Complete this form, then follow the instructions in the Guidelines.

Sponsoring Owner: _____ Unit #: _____ Day: _____ Dates: _____ Hours: _____

Description of the Activity: _____

_____ No. of Participants: _____

Facilities to be used: _____

While there are no required fees, we request a contribution towards maintenance and upkeep. Common facilities are the heart of our community. They're a resource we all share and care for. General contribution guidelines are \$0.50 per person per hour with a 2 hour minimum, plus \$10-\$25 for use of the kitchen, plus \$10 for business activities or activities that have a charge. We appreciate as much as you feel you can give.

Please estimate your contribution with this request. The request form will be left on the calendar bulletin board for 24 hours after the activity so that the contribution can be revised based on the actual number of participants, length of use, facilities used, etc.

Contribution: \$_____. The contribution will be placed on the sponsoring owners monthly bill or may be placed in A4 mail cubby.

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