

SUNLAND VILLAGE EAST
2145 S. FARNSWORTH DRIVE, MESA, AZ 85209
OFFICE (480) 380-0106 - FAX (480) 986-1860

ROOM RESERVATION REQUEST (Member Private Use)

_____ \$200 without Setup _____ \$300 with Setup AUDITORIUM
_____ \$500 AUDITORIUM With KITCHEN
_____ \$500 RESIDENT WEDDING RECEPTION – 10 p.m. closing
_____ \$100 MESA VERDE ROOM _____ \$150 MV With KITCHEN
_____ \$150 OAKWOOD ROOM _____ \$175 OAKWOOD With KITCHEN
_____ \$75 ROSEWOOD ROOM _____ \$100 ROSEWOOD With KITCHEN
_____ \$50 SAGUARO ROOM

TODAY'S DATE _____ EVENT _____

DATE OF EVENT _____ TIME OF EVENT _____ END TIME _____

REQUESTED BY (PRINT) _____

SIGNATURE OF REQUESTER _____

Only this person will provide the information required and will be responsible for the room.

PHONE: _____ ADDRESS: _____

DAMAGE/CLEANUP DEPOSIT: Auditorium \$500; Oakwood \$200; Mesa Verde \$150; Rosewood \$125; Saguaro \$100. Full amount of damage/cleanup deposit is due at the time of booking. Check is made payable to SUNLAND VILLAGE EAST along with set-up information. If this is not complied with, SVE has the option to reserve the room to the next event on the waiting list. Damage/cleanup deposit will be refunded after the room is inspected for any damage or cleanup.* Upon inspection, refund will be made in entirety,* unless damage or cleanup is required, which in turn will be deducted from the deposit. In event that the damage exceeds the deposit, the Requester will either compensate the balance out of his/her Liability Insurance or will be personally liable.
***DOES NOT APPLY TO KITCHEN, FOR WHICH A FLAT FEE OF \$ _____ IS NONREFUNDABLE, USAGE IS CHARGED.**

DATE DEPOSIT RETURNED _____ CHECK # _____ AMOUNT _____

SIGNATURE _____ // _____ // _____
Activity Director Date

REQUESTER'S RESPONSIBILITIES

1. All trash must be disposed of and taken to the dumpster.
2. All damage must be reported immediately after each event. Any damage incurred by any club/organization, resident/guest, that party is responsible for full reimbursement to the Association.
3. Any equipment that is requested for the event must be reserved in advance on the set-up sheet.
4. SVE will not be responsible for any products placed in the room prior to the event.
5. The requester is responsible for checking out the key(s) prior to the event DURING BUSINESS HOURS ONLY. The keys will also be returned to the office DURING NORMAL OFFICE HOURS.

ANYONE WHO ABUSES THE PRIVILEGE OF ROOM USAGE WILL BE DENIED ALL FUTURE RESERVATIONS OF ANY ROOM FOR ONE YEAR! THIS INCLUDES OUTSIDE GROUNDS AND FACILITIES.

FACILITY USAGE FEES

The following usage fees will apply to any Member, in good standing, wishing to schedule one of the SVE rooms for private use. A Member may not rent a room for use by a nonresident. Failure to adhere **ONE OF THE SVE ROOMS FOR PRIVATE USE. A RESIDENT MAY NOT RENT A ROOM FOR USE BY A NONRESIDENT.** (Revised 7-15-2008)

<u>PRIVATE USE</u>		
\$100 - \$300	Auditorium, w/Kitchen	\$500
\$500	Resident Wedding Reception - 10 p.m. closing (Rev.	
11-12-07)		
\$100	Mesa Verde Room, w/Kitchen	\$150
\$150	Oakwood Room w/Kitchen	\$175
\$ 75	Rosewood Room w/Kitchen	\$100
\$ 50	Saguaro Room	

MEMORIALS

No Room Usage Fee for a Member however a \$50 donation is suggested when using the services of our volunteer angels who assist with refreshments.

A Room usage fee of \$100 is requested for memorials hosted by a Member for an immediate family member.

When usage includes outsiders, a (nonrefundable) fee plus a refundable deposit will be charged for cleanup/damage. The deposit will only be refunded if, after inspection of the room, it has been cleaned properly and everything has been put away.

Refundable Deposits – Auditorium \$500; Mesa Verde \$150; Oakwood \$200; Rosewood \$125; Saguaro \$100

Cleanup of the facilities is the responsibility of the individual who signed the Room Reservation Request. The Board of Directors has the right to hold said individual financially responsible for the cleanup, if needed. When using glitter, confetti, or a like substance during your use, a \$50.00 charge is to be paid for cleanup. Nothing should be attached to the walls. Nails, tacks, and other such materials cannot be used.

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