

Community Center Rental Request

Include Set-Up and Clean-Up Times in Contracted Hours

Sunday-Thursday Hours: 9:00 AM- 10:00 PM

Fridays & Saturdays: 9:00 AM- 11:00 PM

RESIDENT NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____ EMAIL: _____

FUNCTION TYPE: _____

ALCOHOL: YES NO

DATE: _____

HOURS: _____ - _____

Please rank the community centers with 1 being your most preferred center and 5 being your least preferred:

- The Woods- 10100 Wards Grove Circle
- The Ponds- 9837 Burke Pond Lane
- The Commons- 5701 Roberts Parkway
- The Oaks- 5708 Oak Leather Drive
- The Landings- 6001 Cove Landing Road

Additional questions:

****This application is not a guarantee of rental. Residents must be in good standing in order to rent a community center. A \$50 hold fee will be due at the time of booking. If the rental date is within 30 days of the booking date, the rental fee total will be due at the time of booking. Only Visa and MasterCard can be taken over the phone. A community services representative will contact you in order to officially book the center****