



Community Usage Reservation Request

The Marsh Landing Clubhouse and Recreational Facilities (including the common room, kitchen, pool, tennis court, bocce court, and picnic pavilion) may be reserved for community/neighborhood purposes at no charge. This is to include Neighborhood Association Meetings, Committee Meetings, Community Activities, and Community Social Events.

Organization/Group: _____

TYPE of ACTIVITY: Meeting Social Function _____ Other: _____

One Time

Monthly

Weekly

Date(s) Requested: _____

Please notify Clubhouse Office of any cancellations or modifications ASAP.

Time period needed [includes set-up and clean-up]: _____ **AM or PM**

Will there be a charge for this activity? **NO YES** Amount _____

Purpose for charge: _____

Kitchen Needed: **YES NO** FOOD and/or BEVERAGE served: **YES NO**

Contact Person Telephone E-Mail

All Clubhouse Recreation Facilities Rules and procedures are expected to be adhered to.

Vacuuming must be done for the following areas: interior carpeted areas, entryway rugs both inside and outside.

Kitchen counters should be wiped down; sinks should be cleaned and rinsed. No dishes or utensils are to be left in the dishwasher, or in the drainage rack, but should be put away.

All left over food should be taken home and not left in the refrigerator.

All garbage cans should be emptied and re-lined. Garbage should be placed in the bins outside of the kitchen door.

Recyclables should be placed in blue bin. **No Plastic bags.**

Tables and chairs should be cleaned, and placed in the position as indicated by the Clubhouse Seating and Table Set-Up map.

If the **screened-in patio** was used, the floor should be swept. No interior furniture should be left on the screened-in patio.

Bathrooms should be cleaned. If either restroom is out of toilet paper or paper towels, please notify the Clubhouse Office.

Date Submitted: _____ Date Approved: _____ By: _____

Posted to Calendar: _____ Ch. 95: _____