



SPECIAL EVENT OR TOURNAMENT REQUEST WITH NONRESIDENTS

(Must be approved by Recreation Center Activities Manager)

CLUB NAME:	DATE:
LOCATION:	Contact Person & Phone Number:

Type of Special Event or Tournament:																				
Date(s) Requested	Begin Time	End Time																		
Facility Requested	Room	Approx. People																		
Request Approved by Club Membership: <div style="display: flex; justify-content: space-around; width: 100%;"> Yes No </div>																				
If No, Why Not?																				
Special Requirements: (Use reverse side if more space is required)																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">PARTICIPATION</th> <th style="width: 20%; padding: 5px;">ESTIMATE</th> <th style="width: 30%; padding: 5px;">ACTUAL</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Number Club Members</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Number Non-club Association Members</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Number Non Recreation Card Holder Guests</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">AMOUNT DUE THE ASSOCIATION</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Expense of Extra Labor & Material</td> <td></td> <td></td> </tr> </tbody> </table>			PARTICIPATION	ESTIMATE	ACTUAL	Number Club Members			Number Non-club Association Members			Number Non Recreation Card Holder Guests			AMOUNT DUE THE ASSOCIATION			Expense of Extra Labor & Material		
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<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____ President Signature</p> <p style="text-align: center;">This request is APPROVED DISAPPROVED</p> <p style="text-align: center;">_____ Recreation Activities Manager</p> </div> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> <p style="text-align: center;">_____ Date</p> </div> </div>																				

FOR OFFICE USE ONLY	
Space Requested Available:	Alternate Space: