

*Canal Walk Freedom Clubhouse*  
**MEETING ROOM RENTAL REQUEST FORM**

I, \_\_\_\_\_

H/O ADDRESS: \_\_\_\_\_ PHONE# \_\_\_\_\_

REQUEST TO RENT THE MEETING ROOM:

DATE OF EVENT: \_\_\_\_\_ DAY: \_\_\_\_\_

TIME OF EVENT: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SET UP ROOM, TIME BEGINNING: \_\_\_\_\_

CLEAN UP TIME, AFTER THE EVENT ENDING: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

\*\*\*\*\*Following to be completed by office\*\*\*\*\*

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Availability Confirmed: \_\_\_\_\_ By: \_\_\_\_\_

Management Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Signed Contract Received: \_\_\_\_\_ By \_\_\_\_\_

Security Deposit of \$500.00 Check # \_\_\_\_\_

Rental Payment of \$200.00 Check # \_\_\_\_\_ Received: \_\_\_\_\_ By \_\_\_\_\_

Security Deposit (minus security guard charge) returned to homeowner:

Date: \_\_\_\_\_ Check#: \_\_\_\_\_ Amount: \_\_\_\_\_