

CANAL WALK CLUBHOUSE ROOM RESERVATION REQUEST FORM

- I, _____ (name/phone), on behalf of _____ (club/committee) request the following: _____
- DATE OF EVENT: _____ DAY OF WEEK _____
- TIME OF EVENT: FROM _____ TO _____
- TIME - (total requested from set up to finish): FROM _____ TO _____
- ROOM REQUESTED: _____
- EVENT DESCRIPTION: _____

-----below to be completed by office-----

- DATE RECEIVED: _____
- AVAILABILITY CONFIRMED: _____
- BOARD APPROVAL: _____
- DATE APPROVED: _____