



# SUN CITY LINCOLN HILLS COMMUNITY ASSOCIATION

## Facility Reservation Request Form

Please submit this form for review to Lifestyle Room Booking Coordinator, preferably one month before your event **BUT no later than 7 working days prior to event date**. Requests are not guaranteed. Submit by email ([Room.Bookings@scelhca.com](mailto:Room.Bookings@scelhca.com)), fax (916-625-4076) or hand to Lifestyle Front Desk.

Event Name: \_\_\_\_\_ SCLH Club Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Room Desired: \_\_\_\_\_ # of Guests: \_\_\_\_\_

*Please provide three alternative options for event date/time in case your first choice is unavailable.*

Choice 2: \_\_\_\_\_ Choice 3: \_\_\_\_\_ Choice 4: \_\_\_\_\_

\*Set Up Time: From \_\_\_\_\_ To \_\_\_\_\_ Event Time: From \_\_\_\_\_ To \_\_\_\_\_

*\*Advised set up times for room requests are 15 minutes for meetings, 30 minutes for parties/socials. If event requires a special set up please indicate above. Room must be vacated at end time.*

Room Set-up: Theater Style \_\_\_\_\_ Rounds of 10 \_\_\_\_\_ Cards of 4 \_\_\_\_\_ Perimeter Seating \_\_\_\_\_

Registration Table \_\_\_\_\_ w/ chairs (indicate how many) \_\_\_\_\_ w/o chairs \_\_\_\_\_

Head Table \_\_\_\_\_ w/ chairs (indicate how many) \_\_\_\_\_ w/o chairs \_\_\_\_\_

### Resource & Equipment Requirements (please indicate how many):

Chairs:	Microphones:	Tables:	A/V Presentation:
White Board:	Headset:	Card	Slide Projector:
Wooden Easel:	Lapel:	Round	Overhead Projector:
55" TV/DVD/VCR:	Wired:	Rectangle 6'	LCD/INFOCUS Projector: <i>(used for PowerPoint &amp; website presentations)</i>
Boom Box:	Wireless:	Rectangle 8'	
Wooden Podium:	Floor Stands:		Screen:
Smart Podium: (only available in KPH)	Table Stands:	Piano:	PC Laptop:
	Small PA (3 inputs):	Baby Grand:	Computer Portable Speakers:
	Large PA (8 inputs):	Electric:	

Is assistance needed at the start of your A/V or audio presentation? Yes \_\_\_\_\_ No \_\_\_\_\_

### For Kilaga Springs Kitchen (Placer, California, Lincoln rooms) Rental:

Buffet Tables (only in Social Kitchen -indicate how many) \_\_\_\_\_

### For Sports Pavilion Rental:

Monitor's Station: \_\_\_\_\_ Propane Barbeque: \_\_\_\_\_ Outdoor Propane Heater: \_\_\_\_\_

Please draw in space below how you want your room setup with tables, chairs and equipment.

**Comments/ADA Accommodations/Special Instructions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

<p><b><u>For Staff Use Only:</u></b></p> <p><b>Date Received:</b> _____ <b>Posted by:</b> _____ <b>Date:</b> _____ <b>BEO #</b> _____</p>
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