


**Reservation No.:** \_\_\_\_\_

	<b>FACILITY RESERVATION REQUEST or CANCELLATION</b>	Recreation Centers of Sun City West, Inc. 19803 R.H. Johnson Blvd. Sun City West, AZ 85375-4498	
Date of Event:		Event Start Time:	Event End Time:
Building:		Room:	Set up Count (Attendance)
EVENT NAME:			
CUSTOMER:			Membership No.
CONTACT:			
ADDRESS:			
City: Sun City West	State: AZ	Zip Code: 85375	Phone: (623) _____
<b>SPECIAL REQUIREMENTS:</b> (write any equipment/setup needs for your event)          <div style="text-align: center;">                     X _____                      Customer Signature                 </div>			
If yes please check appropriate box  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<b>Is your event catered? Caterer name &amp; phone no.</b>  <b>Will you be selling / serving alcohol?</b>  <b>Are you charging an admission fee?</b>		
<b>FOR OFFICIAL USE ONLY:</b>			
Reserve Time (Setup):		End Time (Tear down):	Event Type:
STATUS: 180-Day Hold _____ (date to confirm) <b>Date Canceled:</b> _____			
NOTES:			
Event Coordinator:		Date Entered:	

