

LUELLA COLLINS COMMUNITY CENTER
POLICIES AND PROCEDURES

RESERVATION FORM

EFFECTIVE FEBRUARY 28, 2008

THIS SECTION IS TO BE COMPLETED BY THE EVENT'S LEAD CONTACT:

Today's Date: _____ Event Date: _____

Lead Contact: _____ Phone Number: _____

Event Type: _____ Expected Number of Guests: _____

Time Requested (Start-Finish): _____

What areas will you be using? (Mark all that apply)

Upper Level:

_____ Great Room _____ Multi-Purpose Room _____ Basketball Hoop

_____ Volleyball Net _____ Fire Place _____ Kitchen

If using the Kitchen, what will you be using? (Mark all that apply)

_____ Convection Oven _____ Stove _____ Oven _____ Dishwasher

_____ Griddle

Lower Level:

_____ Crafting Room _____ Meeting Room #1 _____ Meeting Room #2

Will you need instruction on how to use any of the above? YES NO

THIS SECTION IS TO BE COMPLETED BY THE LCCC OPERATIONS MANAGER:

Has the reservation been approved or denied? _____

Has the Lead Contact received copies of the LCCC Usage Policies? YES NO

Has the Lead Contact signed and returned the Lease Agreement to the Operations Manager? YES NO

Deposit Received: _____ Yes / No Date Received: _____

What rental has been agreed upon? _____

Explanation of decision: _____

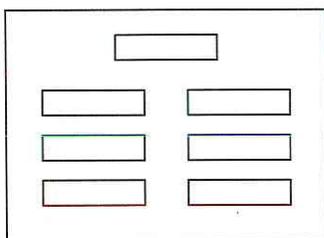
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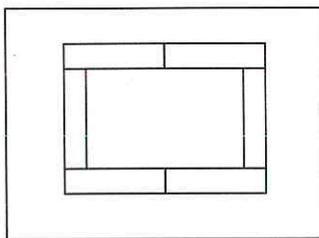
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Please choose which room set-up you would like. The room set-ups shown below may be adjusted to fit the size of your group.

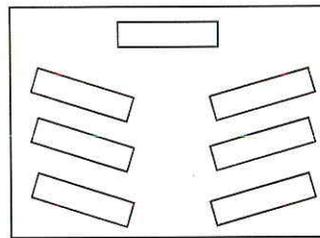
Classroom



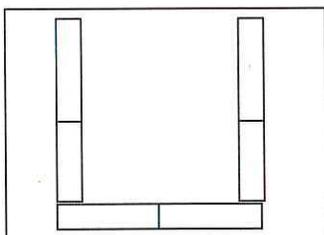
Conference



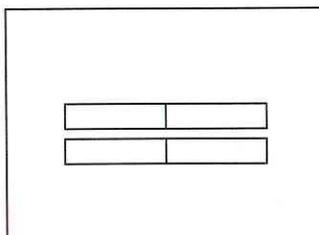
Chevron



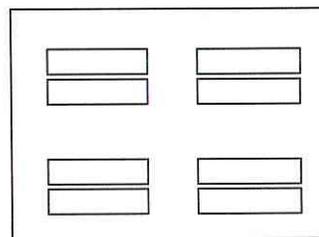
U-Shape



Board Room



Banquet



Design Your Own Layout:

A large empty rectangular box provided for the user to draw their own room layout.