



## REQUEST FORM

### **Pelican Landing Community Association COMMUNITY CENTER CARD ROOM**

At least one week prior notification is required to reserve the room.

\_\_\_\_\_  
Neighborhood/Group Name

\_\_\_\_\_  
Type of Event (Bridge, Poker, Mah Jongg, etc...)

Ongoing\_\_\_\_ Special\_\_\_\_ Date/Days requested: \_\_\_\_\_ Time \_\_\_\_\_  
1<sup>st</sup> choice 2<sup>nd</sup> choice

Standard room set up includes:

6 tables with 4 chairs each

At least one week prior notification is required for any deviation to this set up. It will be the responsibility of the organizer/teacher to set up, and return the room to its original arrangement.

# of tables needed \_\_\_\_\_

Special Considerations:

\_\_\_ Microphone

\_\_\_ Projection Screen

\_\_\_ Overhead projector

\_\_\_ Power Point projector

\_\_\_ Speaker Phone

\_\_\_ Extension Cord

\_\_\_ TV w/ VHS or DVD player

\_\_\_ Podium

\_\_\_ Dry Erase Board

\_\_\_ US Flag

If you have any special requests, please list them here. We will inform you if we are able to assist.

\_\_\_\_\_  
Board President/Property Manager/Event Chairperson

\_\_\_\_\_  
PLCA Representative

Office use only:

Room# assigned \_\_\_\_\_