REQUEST FORM

Pelican Landing Community Association

COMMUNTIY CENTER MEETING ROOMS

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

_____ _____

Neighborhood/Group Name Type of Meeting (weekly, monthly, annual etc…)

Date requested: _____ _____ Time_____

1st choice 2nd choice

# of people expected: _____

Standard room set up includes:

Two tables with chairs across front for Board or Speakers

30 chairs set up theater style

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.

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_____