

The Villages®

Community Development Districts Recreation & Parks



984 Old Mill Run, The Villages, FL 32162
Office Hours Monday through Friday 8am-5pm
Phone: 352-674-1800 Website: www.DistrictGov.org

Room Reservations Facility Application

Thank you for your interest in the use of our facility for your event. This application will be viewed as a request and does not guarantee a facility reservation. In our efforts to meet your request, a staff member will be in contact with you upon reviewing your application.

Please allow 5-10 business days for processing.

FACILITIES ARE OPEN MONDAY THROUGH SUNDAY 7AM-10PM

Individual	Business/Government/Etc.
Name:	Entity/Group Name: (If applicable)
Resident ID #: (If applicable)	Event Contact:

Address: _____ City: _____ State: _____ Zip: _____

Village: _____ Home Phone #: _____ Cell Phone #: _____

Email: _____ Estimate # Attendees: _____ **Will attendees of this function be:**

Event Name: _____ **Residents Non-Residents Both**

Brief Description of Event:

Facility/Recreation Center Requested:

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Dates Requested:

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Times Requested:

Setup Time: _____ Event Start Time: _____ Event End Time: _____ Cleanup Time: _____
(Room Entry) (Exit Room)

Requested Room Type?	Card Room	Village Center Large Room	Regional Center Small Banquet Room	Regional Center Large Banquet Room	Theatre
-----------------------------	-----------	------------------------------	---------------------------------------	---------------------------------------	---------

Additional Equipment needed (Costs may apply)

Dance floor needed? _____ **Easel** _____ **Projector/Screen** _____ **TV** _____ **Dedicated WiFi** _____

Will Kitchen be needed? _____ If yes, by whom? _____

Will event be catered? _____

Will alcoholic beverages be served? _____ **BYOB (individual personal consumption only)** _____ **Bartender (liability insurance required)** _____

HOW TO SUBMIT THE APPLICATION:

Room Reservations: Fax, e-mail or deliver in person to Recreation Administration Office or any Regional Recreation Complex

Fax: 352-674-1805 Email: RoomReservations@Districtgov.org

The District reserves the right to cancel or alter facility/room use, and will notify Applicant of any changes. In the event of a required change, every effort will be made to accommodate the affected group or organization.

**Applicant
Signature**

Date

For Official Use Only

Date Received: _____	RSR Name: _____
Recreation Manager Approval Initials: _____	Booking #: _____