



# Sun City Lincoln Hills Community Association Facility Reservation Request Form

Please submit this form for review to Shelvie Smith, Lifestyle Room Booking Coordinator, preferably one week before your event **BUT no later than 12:00 PM, 3 working days prior to event date.** Request received after this deadline is not guaranteed. Submit by email ([shelvie.smith@sclhca.com](mailto:shelvie.smith@sclhca.com)), fax (916-625-4076) or hand to Activities Desk.

Event Name: \_\_\_\_\_ SCLH Club Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Day/Date Requested: \_\_\_\_\_ Room Desired: \_\_\_\_\_ # of Guests: \_\_\_\_\_

*Please provide three other options for event date/time in case your first choice is not available.*

Choice 2: \_\_\_\_\_ Choice 3: \_\_\_\_\_ Choice 4: \_\_\_\_\_  
Set Up Time: From \_\_\_\_\_ To \_\_\_\_\_ Event Time: From \_\_\_\_\_ To \_\_\_\_\_

*Acceptable set up times for room requests needed prior to event time.  
 (15 minutes for meetings, 30 minutes for parties/social/presentations)*

Room Set-up: Theater Style \_\_\_\_\_ Rounds of 10 \_\_\_\_\_ Cards of 4 \_\_\_\_\_ Perimeter Seating \_\_\_\_\_  
 Registration Table \_\_\_\_\_ w/ chairs (indicate how many) \_\_\_\_\_ w/o chairs \_\_\_\_\_  
 Head Table \_\_\_\_\_ w/ chairs (indicate how many) \_\_\_\_\_ w/o chairs \_\_\_\_\_

**Resource & Equipment Requirements** (please indicate how many):

<b>Chairs:</b>	<b>Microphones:</b>	<b>Tables:</b>	<b>A/V Presentation:</b>
White Board:	Headset:	Card	Slide Projector:
Wooden Easel:	Lapel:	Round	Overhead Projector:
27" TV/DVD/VCR:	Wired:	Rectangle 6'	LCD/INFOCUS Projector: <i>(used for powerpoint &amp; website presentations)</i>
Boom Box:	Wireless:	Rectangle 8'	
Wooden Podium:	Floor Stands:		Screen:
Smart Podium: <i>(only available in KPH)</i>	Table Stands:	<b>Piano:</b>	PC Laptop:
	Small PA (3 inputs):	Baby Grand:	Computer Portable Speakers:
	Large PA (8 inputs):	Electric:	

Is assistance needed at the start of your A/V or audio presentation? Yes \_\_\_\_\_ No \_\_\_\_\_

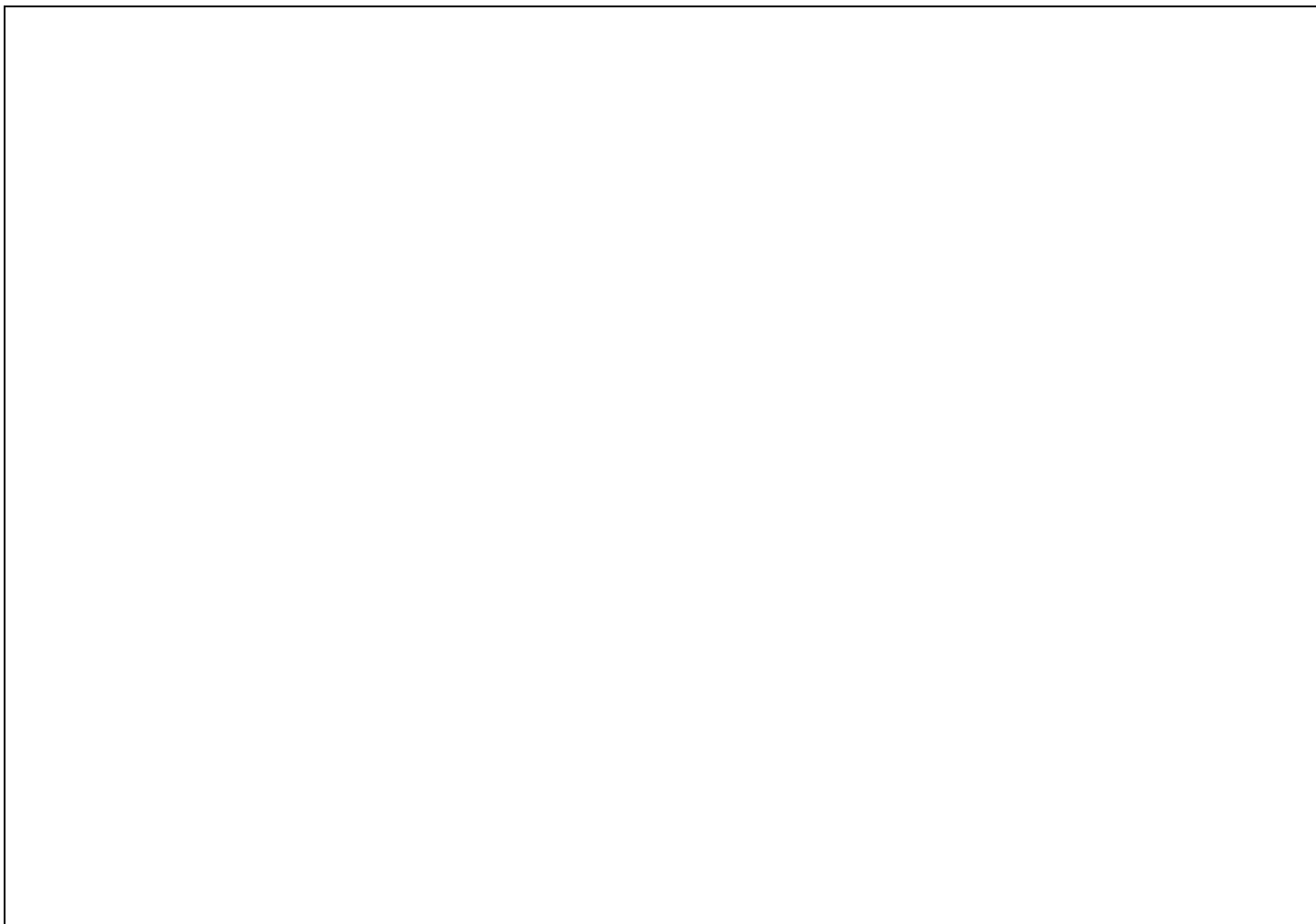
**For Kilaga Springs Kitchen (Placer, California, Lincoln rooms) Rental:**

Buffet Tables (only in Social Kitchen -indicate how many) \_\_\_\_\_

**For Sports Pavilion Rental:**

Monitor's Station: \_\_\_\_\_ Propane Barbeque: \_\_\_\_\_ Outdoor Propane Heater: \_\_\_\_\_

Please draw in space below how you want your room setup with tables, chairs and equipment.



**Comments/Special Instructions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**For Staff Use Only:**

**Request Received by:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Posted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **BEO #** \_\_\_\_\_