



Facility Reservation Request Form

Requests can be submitted via email to Room.bookings@selhca.com, or dropped off at Kilaga Springs or Orchard Creek lodge. Requests are processed in the order they are received. *Entertainment ticketed events are prohibited.*

SCLH Club requests for 2026 will be accepted beginning Monday, June 2, 2025, at 9:00 a.m. at the Kilaga Spring or Orchard Creek.

Mark One: SCLH Club Event Resident Event Public Event

Contact _____ Club Name, (If applicable) _____

Event Name: _____ Number of Guests: _____

Phone # _____ Email Address: _____

Address: _____

Event Date: _____ Event Time: From _____ To _____

We provide 30 minutes at no charge for set-up time. Please provide two alternative options for the event date in case your first choice is not available.

Optional Date(s) Choice 2: _____ Choice 3: _____

Room Desired: _____

Resources

| Microphones: | | A/V Presentation: | |
|---------------------|--|---|--|
| Headset | | Overhead Projector | |
| Lapel | | LCD/INFOCUS Projector: <i>(used for PowerPoint & website presentations)</i> | |
| Wired | | Screen | |
| Wireless | | PC Laptop | |
| Floor Stands | | Smart Podium (Presentation Hall only) | |
| Table Stands | | Wood Podium | |
| Small PA (3 inputs) | | | |
| Large PA (8 inputs) | | Card Table | |

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

Sports Pavilion Equipment (fee's apply):

Monitor's Station _____ Propane Barbeque _____ Outdoor Propane Heater _____

Please draw a room layout for tables, chairs, etc. in the space provided on the next page. Tables are available in rounds for 10 people, and 6' rectangles.

Round table are 6' and seat 10.

Additional/Comments/Special

Instructions: _____

ADA Accommodations/Comments/Special Instructions: _____

Notes: You will receive confirmation BEO (Banquet Event Order) and Invoice after we have processed your request. Invoices are due upon receipt. Please review thoroughly to ensure all information is correct.

Submitted by: _____

Date: _____