

**MAPLE LEAF GOLF & COUNTRY CLUB
SPACE REQUISITION FORM**

The Board of Directors and Park Management want everyone who utilizes the buildings in whatever way, to enjoy themselves and follow a few simple rules.

1. In order for you to have maximum enjoyment, you expect to find the facility clean and the equipment in proper working order. Please also leave the facility and equipment in that condition. Rules for building use will be attached to the Chairperson's approved copy of the form.
2. Assistance in cleaning the facility is normally arranged by the requesting person/club. Cleaning of Building Request Form is also attached to the Chairman's approval copy for their convenience if assistance is required. This form with a check is to be submitted to the office at least one week prior to the event. Supplies such as glasses, napkins etc. are no longer available so you will have to supply your own.
3. Keys are available from the Park Office during normal office hours (7:30 – 4:00). If unable to obtain keys from the Office, the building managers can be reached, during the season, as follows:

CanAm	Dave & Linda Zakikian	876-1522
Charlotte	Dawn Brocklehurst	629-6280
Queensway	Ken & Louise Klumpp	627-1094

4. Clubs that are scheduled weekly may be asked to give up a night or two for special events.
5. The Country Club is a state licensed facility and special fees, caterer and staff requirements apply.

ACTIVITY: _____ CHAIRPERSON: _____
 PHONE: _____ DATE SUBMITTED: _____
 EMAIL: _____

FACILITY SPACE REQUESTED: (CLICK ON A BOX)

CAN-AM	COUNTRY CLUB	CHARLOTTE CTR. (main room)
CHARLOTTE CTR. (1/2 room)	CHARLOTTE CTR. (Room 4)	RAMPART CTR.
QUEENSWAY	QUEENSWAY (1/2 room)	ANNEX
		SUN DECK (CANAM)

CLICK ON THE BOXES ABOVE THE MONTHS THAT APPLY

MONTH(S):

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP

STARTING DATE: _____ ENDING DATE: _____

DAY(S):
(CLICK ON THE BOXES ABOVE THE DAY(S) THAT APPLY) M T W TH F SAT SUN

REPETITIVE SCHEDULE:
(CLICK ON THE BOX ABOVE THE OPTION THAT APPLIES) WEEK MONTH BI-MO ANNUAL NA

TIMES:
~~TIMES:~~
STARTING AM/PM ENDING AM/PM

APPROXIMATE NUMBER OF PARTICIPANTS

KITCHEN FACILITIES REQUIRED (YES/NO)

REMARKS:

Club Houses booked for the evening events may not be booked prior to 3:00 p.m. the day of the event. Deviations from this must have prior approval.

APPROVED BY _____

DATE APPROVED _____

Park Office (1 copy)
Club Chair Person (1 copy)
Building Manager (1 copy)