



Facility Reservation Application

Facilities are open Monday through Sunday 7am – 10pm

Phone: 352-751-6714

www.DistrictGov.org

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. Our staff will make every effort to meet your facility request. Staff will schedule an appointment to review your application upon receipt.

Applicant Name: _____ Today's Date: _____

Name of Requesting Club, Organization, Etc.: _____

Address: _____ Home Phone #: _____

Cell Phone #: _____ Email: _____ Fax #: _____

If you are a Village Resident, please provide your Village Member ID#: _____

Event Name: _____ Estimate # Attendees: _____

Brief Description of Event: _____

(wedding ceremonies are prohibited)

Facility/Recreation Center Requested: _____

Dates Requested: 1st Choice: _____ 2nd Choice: _____

Day/Time Requested: Weekend _____ Weekday _____ Morning _____ Afternoon _____ Evening _____

Date(s) you cannot commit to (i.e., no Wed.): _____

Requested time –Set Up Time: _____ Start Time: _____

End Time: _____

Kitchen access requested: (circle one) Yes No

Will event be catered?: _____ If yes, by whom?: _____

Will alcoholic beverages be served?: _____ If yes, by whom?: _____

Copy of Liability Insurance provided and attached, i.e. Trade Shows/Expos? (circle one) Yes No

Is stage required? (circle one) Yes No Dance floor needed? (circle one) Yes No

Is your organization subject to treatment as a governmental agency? (circle one) Yes No

Is your group/organization tax exempt? (circle one) Yes No

If yes, please attach a copy of your tax exempt certificate with your application.

Comments/Instructions: _____

HOW TO SUBMIT THE APPLICATION:

- Fax to us at: 352-751-3906 e-mail Linda.haroldson@districtgov.org or Kathy.phillips@districtgov.org
- Deliver or mail to: Village Center District Office 3201 Wedgewood Lane The Villages, FL 32162
- Fill out online and submit it directly to Room Reservation Division. Please go to www.DistrictGov.org
- Applicants will be contacted after the application has been reviewed.
- 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.

For Official Use Only	
Facility Booked:	_____
Date(s) Confirmed:	_____ Time(s) _____
Date Received at District Office:	_____
Signature of Room Reservation Representative:	_____
Payment: Check #:	_____ Credit Card Type: _____ Credit Card #: _____