



**RESIDENT LIFESTYLE GROUP
 CHANGE REQUEST FORM**

984 Old Mill Run
 The Villages, FL 32162
 Phone: 352-674-1800
 Website: DistrictGov.org

Please allow 3 – 5 business days for processing. Incomplete forms may delay processing.

Club Name: _____
 Current Leader Name: _____
 Email Address: _____
 New Group Leader: _____
 Email Address: _____
 2nd Contact Person: _____
 Email Address: _____

Current Permit #: _____
 Resident ID #: _____
 Phone #: _____
 Resident ID #: _____
 Phone #: _____
 Resident ID #: _____
 Phone #: _____

TYPE OF CHANGE REQUESTED:

ADD (Max 4 per year) **EXCHANGE** **CANCEL** **RELOCATE**

Preferred Date: _____ **Preferred Location:** _____

Setup Time: _____ Start Time: _____ End Time: _____ Cleanup Time: _____

Reason for Change or Description of Event: _____

Fundraiser? _____ If yes, Name of Charity: _____ (Must submit a Charitable Fundraising Event Form)

Estimated # of Attendees: _____

CHECK ALL that apply: Residents Non-Residents (with Guest ID) Non-Residents (Ineligible for Guest ID)

FACILITY TYPE REQUESTED:

Card Room Village Center Large Room Single Banquet Room Combined Banquet Room Theatre (Stage) Other: _____

Equipment Request (*Additional cost may apply) :

Projector Screen Easel TV/DVD Player *Dedicated WiFi: _____

Hard Surface Floor (For Dancing): _____

Kitchen Needed (warming only): _____ **Potluck:** _____ **Catered** (Licensed & Insured): _____

If catered, name of Florida Licensed and Insured Caterer: _____

Alcohol Consumption: BYOB (Individual Personal Consumption, No Sharing) Bartender (Certified Server Documentation & Liability Insurance Required) **No Alcohol**

The District reserves the right to cancel or alter facility / room use, and will notify the applicant of any changes. Every effort will be made to accommodate the affected individual or organization.

APPLICANT SIGNATURE: _____ **DATE:** _____

For complete Resident Lifestyle Guidelines go to DistrictGov.org

Date Received: _____
Received By RSR: _____
Return to Regional: _____
RS-CS Approval: _____
<i>Revised 2/8/23; 9/8/23; 10/2/23</i>