



CLUB OR GROUP FACILITY USAGE APPLICATION

All Clubs or Groups must submit an application for use of Woodburn Estates & Golf facilities.

The general rule is annual events and board functions take precedence.

(Missing 3 consecutive scheduled dates cancels ALL remaining scheduled dates.)

Date: _____

Club or Group Name: _____ New Club? No Yes

Activity: _____

Single Occurrence Date: _____

Set-Up Time: _____ Event Hours: _____ Time Out: _____

All clean-up and equipment stowing must be completed by 9:00 pm, unless prior arrangements are made with the office.

Facility(s) Requested:

Auditorium - Dining Hall - Kitchen - Gazebo - Blue Room - Craft Room - Travel Ofc.

Conference Room - Card Room - Billiard Room - AUD Foyer - DH Foyer

Regular Meetings are on the: 1st, 2nd, 3rd, 4th, Last or Every

Monday- Tuesday - Wednesday - Thursday - Friday - Saturday - Sunday

All Months or: January February March April May June July

August September October November December

Note: If 50 cup coffee makers are requested, key must be checked out during Office Hours, 9am - 4pm, M-F.

Do you need a storage unit/closet? No Yes

If yes, which ones? (Location) Room _____ Key ID: _____

Who has keys to storage? : _____

Club contact(s):

Name: _____ Member No. _____ Phone No: _____

Alt. Contact: _____ Member No. _____ Phone No: _____

Approved Disapproved Date: _____ by: _____

Note: Approval allows posting of approved events on the hall bulletin board in West Clubhouse and in N&V unless otherwise noted.

Rules and Regulations Rule 3.1 beginning 12/13/11, states organized clubs and groups shall have Bylaws or a set of Rules. These documents and any amendments or changes are to be approved by the Board of Directors. Please attach a copy of your current Bylaws or Rules (after first year, only amendments are required).