

HG Party/Meeting/Event Request Form

Instructions

1. Please check the [HG resident calendar](http://highlandgreenlifestyle.com/residents/calendar/) (highlandgreenlifestyle.com/residents/calendar/; password: hgresidents) to see if the room you wish is available on your desired day and time.
2. Complete the form below. Either email the completed form as an attachment to hgmaineresidents@gmail.com or photograph the form and email back.
3. The Web Team will add your party/event to the calendar once approved if no conflicts. You will receive an email once the form is processed.

Form to be completed:

Event type: Private party/event Private meeting Event open to all residents

Area(s) requested: Gathering room Conference room Both rooms

Person making request: _____

Today's date: _____

Purpose of request: _____

Event day(s) & date(s): _____

Event's actual time (Start-End Time): _____

Start time for set-up: _____ End time for clean up: _____

Number of people expected: _____

Food: No Yes If yes, supplied by whom: _____

Done! Save the completed form to your computer's desktop then email as an attachment to hgmaineresidents@gmail.com or **photo and email back.**

Special Instructions and Responsibilities

1. Use of building is restricted to main floor only.
2. Downstairs bathrooms, exercise room, aerobics room, fitness room are off limits.
3. Kitchen and appliances are to be left clean; trash is to be removed.
4. Turn all lights off. Leave heat set at 68 degrees.
6. No smoking or open flames (e.g., candles). Tea lights are permissible