

# VILLAGE OF DANNEMORA COMMUNITY CENTER

## RESERVATION REQUEST

Updated 11/10/2021

<b>Event Name/Type:</b>										<b>Ongoing</b>		
<b>Request Made By:</b> <small>(Organization/Individual)</small>												
<b>Contact Person:</b>					<b>Telephone:</b>					<b>Jan</b>		
<b>Address:</b>					<b>Email:</b>					<b>Feb</b>		
<b>Request Taken By:</b>					<b>Date:</b>					<b>Mar</b>		
<b>CERTIFICATE OF INSURANCE REQUIRED FOR PHYSICAL ACTIVITIES/EVENTS</b>												
<b>Event Time:</b>		<b>All Day:</b>		<b>Start Time:</b>			<b>End Time:</b>				<b>Apr</b>	
<b>D U R A T I O N</b>	<b>Once:</b>	Specific Date Requested:			Su	M	Tu	W	Th	F	Sa	<b>May</b>
	<b>Daily:</b>	Every Day			Su	M	Tu	W	Th	F	Sa	<b>June</b>
	<b>Weekly:</b>	Every Week on			Su	M	Tu	W	Th	F	Sa	<b>July</b>
	<b>Monthly:</b>	Day _____ of every _____ (month)										<b>Aug</b>
		<b>Week</b>	1	2	<b>Day</b>	M	Tu	W	<b>Month</b>			<b>Sept</b>
			3	4	5	Th	F	Sa	Su	All		<b>Oct</b>
	<b>Seasonal:</b>	From:				To:						<b>Nov</b>
<b>Yearly:</b>	_____ Every year on this date										<b>Dec</b>	
	<b>Yearly on the</b>	<b>Week</b>	1	2	<b>Day</b>	M	Tu	W	<b>Month</b>		<b>MONTHLY:</b>	
		3	4	5	Th	F	Sa	Su				
<b>End Range:</b>		No End:			After X Occurrences:			Date:				
					X =							
<b>Location Requested:</b>		Cafeteria			Gymnasium			Field				
		Break Room			Senior Center			Other:				
<b>Parking/Special Needs/Notes:</b>					<b>RENT</b>		On Calendar On Sign Rent Received Deposit Received Keys Issued Keys Returned Deposit Returned					
					2 hrs							
					Addl							
					Total:							
					Key Card # Issued:							