

**Leisure Valley Ranch**  
**CLUBHOUSE REQUEST FORM**

This form must be completed and approved for any function held at Leisure Valley Ranch Clubhouse.

**TO:** *Leisure Valley Activity Director*

**DATE:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Owner Phone#** \_\_\_\_\_

**I/We request the use of Leisure Valley Clubhouse on:**

**Date:** \_\_\_\_\_

**Hours From:** \_\_\_\_\_ **to** \_\_\_\_\_

**One time**       **Weekly**       **Monthly**

**PURPOSE:** \_\_\_\_\_  
\_\_\_\_\_

**Approximate Number of Persons:** \_\_\_\_\_  
**(Please note that the total clubhouse capacity is 240)**

*Use of Kitchen required:* \_\_\_\_\_ *Yes* \_\_\_\_\_ *No*

*Date(s) required use of kitchen:* \_\_\_\_\_

*(only authorized person allowed in kitchen at all times; no potlucks; contact Activity Director for further information)*

**CONDITIONS OF USE:**

- *No alcoholic beverages are to be served to or consumed by anyone under age 21.*
- *I/We will ensure that my guests observe the no-smoking rule in all interior areas of the clubhouse.*
- *I/We will clean up and leave the Clubhouse in the condition it was in before use.*
- *I/We will ensure that I/We will be present at all times throughout the function and that my guests remain in the designated room(s) set forth below, with the exception of the restrooms.*
- *I/We abide by the Rules for Use of Leisure Valley Clubhouse, a copy of which I have received.*

**ACCEPTED FOR DATE REQUESTED WITH CONDITIONS AS STATED:**

**LOT OWNER SIGNATURE:** \_\_\_\_\_ **LOT #:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**President Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ACTIVITIES DIRECTOR'S APPROVAL FOR ENTERTAINMENT** \_\_\_\_\_

**PLEASE RETURN TO LVR OFFICE**