



RCGO Room Reservation Form

EDUCATION & RECREATION DEPARTMENT

This form should be completed when a recognized Leisure World club/group/organization holds an event outside of its regular meeting schedule.

LW Recognized Club/Group/Organization*: _____

Authorized Representative _____

Phone Number _____ Email Address _____

Room Reserved _____ Date/Time of Event _____

Purpose of Event _____

Signature of Authorized Representative

Date Received by E&R Department

*** PLEASE NOTE:** In order to hold the event at no charge, the nature of the event must conform with the sponsoring club/group/organization's mission as stated in its charter. For questions or clarification contact the Clubhouse I E&R office at 301-598-1300.