

**BROOKSHIRE COMMUNITY CENTER
EVENT REQUEST FORM**

EVENT: _____

Sponsoring
Committee: _____

DATE: __/__/____ TIME: _____

PURPOSE: _____
(ENTERTAINMENT; GENERAL EDUCATION, MEAL, ETC)

ESTIMATED COST: _____ (LIST DETAILS ON BACK OF THIS FORM)
(COST OF EVENT SHOULD BE COVERED BY ADMISSION FEE COLLECTED
BEFORE THE EVENT)

DETAILS OF EVENT: _____

**PLEASE SUBMIT REQUEST TO HOMEOWNERS
ASSOCIATION AT LEAST 3 MONTHS PRIOR TO THE EVENT.**

**A SETUP REQUEST SHOULD BE GIVEN TO THE PROPERTY COMMITTEE
AT LEAST 1 WEEK BEFORE THE SCHEDULED EVENT.**

SUBMITTED BY: _____

HOMEOWNERS ASSOCIATION

DATE RECEIVED: __/__/____

DATE APPROVED/NOT APPROVED: _____

DATE REC'D: __/__/____