



**SUN CITY
West**

CR-6

CHARTERED CLUB ACTIVITY CALENDAR

Recreation Centers of Sun City West

RECREATION DEPARTMENT

DUE ELECTRONICALLY MAY 1ST AT 8AM TO SCHEDULING@SUNCITYWEST.COM

DATE	OFFICE USE ONLY
TIME	OFFICE USE ONLY

NAME OF CLUB	CALENDAR YEAR
CLUB PRESIDENT	PRESIDENT'S AZ CONTACT #
MEMBER ID#	PRESIDENT'S SUMMER CONTACT #
IN MY ABSENCE DURING	
(LIST MONTHS OR TERM)	
PLEASE CONTACT	
(NAME)	(OFFICE) (PHONE)
THE ABOVE NAMED CONTACT HAS PERMISSION TO APPROVE CLUB'S SCHEDULE CHANGES AND SIGN AS APPROVED SHOULD I BE UNAVAILABLE.	
PRESIDENT'S SIGNATURE	DATE

OPERATIONAL SCHEDULE					RESERVATION #		
LOCATION	ROOM PREFERENCE			APPROXIMATE ATTENDANCE			
DAYS OF OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
FREQUENCY (EVERY, 1ST, ETC.)							W/APPROVAL
START TIME							
END TIME							
MONTHS							

NOTES:

BOARD MEETING SCHEDULE							RESERVATION #					
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
DATE												
START												
END												
BUILDING				ROOM				APROXIMATE ATTENDANCE				
OPTIONAL DATES												
OPTIONAL ROOMS												
REQUIREMENTS												
MEMBERSHIP MEETING SCHEDULE							RESERVATION #					
2 MEETINGS ARE REQUIRED, A MAX OF 4 ARE ALLOWED BEFORE FEES APPLY IF NOT USING A CHAIR ONLY SET UP												
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
DATE												
START												
END												
BUILDING				ROOM				APROXIMATE ATTENDANCE				
OPTIONAL DATES												
OPTIONAL ROOMS												
REQUIREMENTS												

FACILITY SOCIAL RESERVATION

NAME OF EVENT

RESERVATION #

DATE OF EVENT

START TIME

END TIME

BUILDING

ROOM

APROXIMATE ATTENDANCE

REQUIREMENTS

FACILITY SOCIAL RESERVATION

NAME OF EVENT

RESERVATION #

DATE OF EVENT

START TIME

END TIME

BUILDING

ROOM

APROXIMATE ATTENDANCE

REQUIREMENTS