

CITY OF HUNTINGTON WOODS - GILLHAM RECREATION CENTER
SYLVIA & HERB HOLDER SENIOR ROOM, THE CORNER RESERVATION FORM

Applicant's Name _____

Group/Organization _____

Address _____

Phone _____ Other Phone _____

Email _____

REQUEST INFORMATION

Senior Room _____ The Corner _____

M T W TH F Sa Su Date(s)*: _____

*(maximum of 1 day per week and 6 days per form)

Hours desired (including set-up and clean-up time) _____

Type of activity _____

Anticipated attendance (8 maximum) _____

ROOM RESERVATION AND USE POLICY
(must be out at least 15 minutes prior to closing)

The Senior Room and The Corner may be reserved by residents and/or a recognized community group for the following purpose during regular business hours when not being utilized for a recreation function:

- Public functions/meetings held by recognized community groups
- Private functions by recognized community groups
- Private resident gatherings (book club, cards, mah jongg, etc.)
- School District functions

The Senior Room and The Corner may not be reserved by:

1. Non-residents
2. Any business or organization other than recognized community groups
3. Any resident for any purpose involving any commercial activity, the promotion of any business or commercial venture, fundraising or a rental that requires anyone to pay or make a donation to attend the event

Rules Governing Room Usage:

- If the Senior Room is not available, The Corner will be assigned based on availability.
- Reservation applications must be submitted to hwrec@hwmi.org or in person at the Recreation Center during regular office hours. No phone reservations are accepted.
- Reservations cannot be made more than 3 months in advance.
- All set-up/clean-up must be done by the permit holder. The room is to be left as it was found.
- Reservation holders may not transfer a permit issued in their name.
- *Please do not throw anything in the Senior Room sink. It is not equipped with a disposal.*
- Please be mindful of the sensitivity of others as you wear personal fragrances while in the Senior Room and The Corner. Please share this information with those who may be meeting with you.

I have read the Senior Room and The Corner Reservation and Use Policy and will abide by the rules governing the room usage. I further understand that City functions have priority use of the facilities and that any misrepresentation in this application is grounds for cancellation of current and future facility use.

Date _____ Signed _____