



MEETING ROOM RESERVATION FORM

VISTOSO COMMUNITY ASSOCIATION (VCA) extends an invitation Vistoso Community Association Sub Associations to use the Community Meeting Room located at 945 W Vistoso Highlands Drive.

- This is a NON-SMOKING FACILITY. Smoking is not permitted inside the building or within 20 feet of the building.
- No animals are permitted except for qualified service animals.

MEETING ROOM RESERVATION REQUIREMENTS

- The VCA encourages Sub Associations to use the meeting room for the following purposes:
 - Annual Meeting
 - Quarterly Board Meetings
 - Monthly Board Meetings
- The meeting room may not be used for private or non-association functions.
- Request your meeting time / date at least one month in advance of your planned meeting. Every effort will be made to accommodate your request. Reservations are accepted on a first-come, first-served basis. Requests can be made by phone; however, the meeting must be confirmed via email within 24 hours. It is preferred that you book the space 3-6 months at a time.
- The Access Code / Key will be given to a designated person with the sub association. The designated person may not share the key or information with anyone else.
- If the security alarm goes off, the sub association will be assessed the fee.
- Lock all doors and turn off all lights (except the porch light) prior to setting the security alarm.
- Replace the key in the lockbox before leaving the campus.
- Any damage to the building, inside or out, must be reported to VCA Staff.
- The Sub Association must return the meeting room furniture to the configuration in which it was found.
- Snacks and drinks are permitted but must be provided by the Sub Association.
- The Sub Association is responsible for any pre-meeting setup and preparing meeting materials. VCA Staff is not available to assist with this.
- The Sub Association must provide materials necessary for their meeting, including copies of agendas, board packets, support documentation, etc.

Use of Master Association equipment (copier, computers, etc) is not permitted. However, use of the screen in the meeting room is permitted. The Sub Association must provide the laptop.

PLEASE SIGN and return the following page to the VCA office staff.



MEETING ROOM REQUEST

TYPE OF REQUEST:

ANNUAL MEETING

QUARTERLY BOARD MEETING

MONTHLY BOARD MEETING

NAME OF SUB ASSOCIATION: _____

MEETING DAY: _____ MEETING TIME: _____ MEETING DATE(s): _____

MEETING DATE(s): _____ MEETING DATE(s): _____ MEETING DATE(s): _____

If this is a recurring request, please post all dates or specify "second Wednesday of each quarter"

START TIME: _____ END TIME: _____

ESTIMATED NUMBER OF ATTENDEES: _____

NAME OF PERSON RESERVING: _____

PHONE NUMBER: _____

EMAIL: _____

Sub Association Representative

Date

Authorization, Vistoso Community Association

Date

PLEASE COMPLETE THIS FORM, SIGN AND RETURN TO THE VISTOSO OFFICE AT 945 W VISTOSO HIGHLANDS – OR –
SAVE THIS DOCUMENT, THEN EMAIL TO COLLEEN.HOLLAND@FSRESIDENTIAL@GMAIL.COM. THANK YOU!

COMMUNITY ROOM SETUP

