



City of Winter Park Recreation Division Community Center Room Request Form

Contact Person _____ Home #: _____
(Person responsible for function/charges)

Group Name _____ Bus #: _____

Home/Group Address: _____

Email Address: _____

Check those applicable _____ Resident _____ Non-Resident _____ Continuous Group
_____ CRA Resident _____ Non-Profit

Day, Date & Time Reservation: _____

Rental Time: _____ Function Start Time: _____

Type of Activity: _____ # of Guest Expected: _____

Check the boxes you are requesting

- Room A Capacity 66
(wood floor)
- Room B Capacity 74
- Room C Capacity 95
- Room D Capacity 108
- Ballroom Capacity 400

- Kitchen (Commercial)
- Amphitheater
- Half of Gymnasium
- Entire Gymnasium
- Pool

Special Request

After the Parks Department receives this form and based upon room availability, a rental agreement will be sent to the contact listed above. Until a signed agreement is in possession by both parties, **NO RENTALS ARE CONFIRMED.**

Signed By

Date

For Office Use Only:

Contract Sent: _____ Date Received: _____ Received By: _____ Contact #: _____