

CALENDAR ACTIVITIES FORM

I am asking those who oversee the activities for Lake Fairways to please fill out this form and return it to Raina at the Lake Fairways sales Office. This form needs to be completed and returned to Raina by the 15th of the month so that it can be added to the calendar. Please call Raina at 239-731-2900 with any questions. Your cooperation is appreciated.

Name of Activity: _____

Day(s) of Activity: _____

Time of Activity: _____ to _____

• Room(s) Used for Activity: _____

Name of Person in Charge of Activity: _____

Phone Number of Person In charge: _____

Email of Person In charge: _____

Is this a year-round activity? _____ yes or _____ no

If **NOT**, year-round what is the Start Date: _____

End Date: _____

Approximate number of people each time for activity _____

Is there anyone who joins these activities who are NOT residents of Lake Fairways or Pine Lakes? _____

- Please note there may be a time that something is already scheduled in a room, I may need to move you to another room, what is an alternative room you could use? _____, or you may cancel it for that day.
- Please always remember to check the calendar in the event that I must change rooms.
- If an event says all rooms + Lounge there is a reason, please be courteous and understanding.