



Latitude at Hilton Head Association Charter Club Room Reservation Application

Club President Name: _____ **Phone:** _____

Email: _____ **Total # of Club Members (Min of 15)** _____

Name of Charter Club: _____

Facility Space Request Options: _____

Coral Reefer (Max Cap. 24 with setup), **Nautical Wheeler** (Max Cap. 40 with setup), **Continental Drifter** (Max Cap. 40 with setup),
Both Nautical Wheeler & Continental Drifter (Max Cap. 80 with setup), **Lake Latitude Ballroom**, **Lake Latitude Members Room**
(4 square tables, one gaming table), **Last Mango Theater** (Max Cap. 293, Tables & Chairs: 180, Theater Seating: 230)

Desired Facility Space	Desired Day, Time, & Frequency of Club Meetings
1st Choice:	1st Choice:
2nd Choice:	2nd Choice:
3rd Choice:	3rd Choice:

Equipment Request: _____

Special Request: _____

FACILITY SCHEDULING: Chartered Clubs will be required to submit a request for their preferred facility space to Latitude at Hilton Head Association. Management will evaluate all Club requests at that time and do their best to fairly allocate space. Every effort will be made to honor a Club’s request but meeting space allocation will be influenced by the total number of Clubs, the facilities available, the size/composition of the membership base and other factors, etc. Change of rooms or scheduling will be communicated to the Club President prior to meeting.

USE OF AMENITIES: Persons or groups may be limited to their use of public spaces; example, but not limited to the Bandshell, Town Square, Last Mango Theater. Lifestyle staff reserves the right to adjust times, dates, and room assignments. Persons or groups wanting to sell goods or services for profit within Town Square must request specific approval from the Lifestyle Manager.

ROOM SET-UP & MAINTENANCE: Clubs are responsible for managing their own room set-up and clean-up. The Latitude at Hilton Head Association will provide routine maintenance of facilities allocated for use by Chartered Clubs. If a club requires special set-up or maintenance support that incurs additional expense to the Latitude at Hilton Head Association management reserves the right to establish a schedule of fees and charges.

STORAGE: Due to the popularity and volume of the activities and programming by our Lifestyle team, Charter Clubs, interest groups or individuals will not be provided any storage space. Either on a permanent or temporary basis. All items must be brought in and taken out after each meeting.

By signing below, you and all members of the charter club agree to follow and adhere to the governing documents of Latitude at Hilton Head Association, including but not limited to the Charter Club and Interest Group Rules and Regulations, which can be found on the Association website: www.lmhhoa.com.

Submit the application by email to annie.white@fsresidential.com or mary.ward@fsresidential.com or deliver in person to the Lifestyle Team.

Club President Signature: _____ **Date:** _____

For Association Use Only

_____ **Approved Conditions:** Manager Signature: _____ **Date:** _____

_____ **Denied:** Management Signature: _____ **Date:** _____

Notes: _____