

**VENUE REQUEST FORM: Check one. If your event is year-round, you must submit a form for each time period.**

**MAY – OCTOBER 2026**

**NOVEMBER – APRIL 2026-2027**

**DATE SUBMITTED:** \_\_\_\_\_

**ACTIVITY NAME:** \_\_\_\_\_ **# of Participants** \_\_\_\_\_  
*Only one activity per form*

**REQUESTED BY: Name** \_\_\_\_\_  
**Park Address** \_\_\_\_\_  
**Phone** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

- ☉ *Is this a new request or the same request as last year? Circle one: NEW or SAME*
- ☉ *Does the requested activity involve games of chance for money? Circle one: YES or NO*  
*If yes, you must review and sign the Gambling Restrictions requirement on the reverse side of this form.*
- ☉ *Everyone requesting a venue must sign the Clean Up Responsibilities requirement on the reverse side of this form.*

**REQUESTED LOCATION (only one location per form):**

- RH=Rec Hall
  - CP=Café Pad
  - CRE=Craft Room East
  - HSP=Horseshoe Pits
  - RHL=Rec Hall Library  \*
  - PL=Pad by Lake
  - CRW=Craft Room West
  - CC=Community Center
  - Grove Area
  - CR2=Both Craft Rooms
- Other –Describe Location \_\_\_\_\_

\*Conditions for Use Apply – See

Start Date (mm-dd-year) XXXXXXXXXXXXXXXX	End Date (mm-dd-year) XXXXXXXXXXXXXXXX	Day of the Week XXXXXXXXXXXX	Start & End Time Including Setup Time	Actual Start Time of Activity	Frequency				
					One Time Only	Daily	Weekly	Twice a Month	Once a Month

*Venue Committee Notes:* \_\_\_\_\_

**Form Effective Date 2/1/2025**

**PLEASE NOTE:**

1. Sunday morning Church, Monday/Thursday Bingo, Monday Coffee, and Friday Social do not require venue forms. However, the Committee Chair is required to advise the venue committee of any changes to their schedule.
2. Winter Café uses the RH kitchen 1 Nov thru 31 March from 9-3PM. Use of the kitchen by any other committee during those hours must be coordinated with the Chair of Winter Café and Kitchen Team.
3. Once venue calendars are published, changes can only be made by contacting the Venue Coordinator. The name of the coordinator will be posted with the calendars.
4. All requests may not be honored due to conflicts of dates and times.
5. One-time holiday events will be given priority on Thanksgiving, Christmas Day and New Year’s Eve in the RH, CC & CR.

**Gambling Restrictions**

**(Condition for use of Buttonwood Bay Facilities)**

Name of Person Requesting Venue (printed):

\_\_\_\_\_

Name of Gaming Activity Sponsored by the Above Person:

\_\_\_\_\_

I, (above named person) understand that non-residents, temporary guests, former residents and absent homeowners (not living on site) may not play games of chance in Buttonwood Bay properties. I agree to ensure that any gambling type gaming activities conducted under my leadership in any common use area of Buttonwood Bay will comply with the definition of "penny-ante" games as defined in the 2024 Florida Statutes Title XLVI Chapter 849 Gambling. Specifically:

**"Penny-ante" games are defined as "a game or series of games of poker, pinochle, bridge, rummy, canasta, hearts, dominoes, or mah-jongg in which the winnings of any player in a single round, hand, or game do not exceed \$10 in value."**

Further restrictions to the penny-ante games include:

- 1) The game must be conducted in a dwelling. ["Dwelling" means residential premises owned or rented by a participant in a penny-ante game and occupied by such participant or the common elements or common areas of a condominium, cooperative, residential subdivision, or mobile home park of which a participant in a penny-ante game is a unit owner, or the facilities of an organization which is tax-exempt under s. 501(c)(7) of the Internal Revenue Code. ]
- 2) A person may not directly or indirectly charge admission or any other fee for participation in the game.
- 3) A person may not solicit participants by means of advertising in any form, advertise the time or place of any penny-ante game, or advertise the fact that he or she will be a participant in any penny-ante game.
- 4) A penny-ante game may not be conducted in which any participant is under 18 years of age.

I understand that this is a requirement for being allowed to use the common use facilities at Buttonwood Bay.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CLEAN UP RESPONSIBILITIES**

When a MAC committee or other entity reserves a venue space, they will be responsible for cleanup of the entire area used. Once their event is completed, the committee/other user will be responsible for complete cleanup of the area used and for returning the room to its original configuration. This includes sweeping and spot mopping (if necessary) the Rec Hall floor. Cleanup also includes the kitchen area, emptying all trash cans and wiping down the tables. All trash must be bagged and taken to designated areas for trash pickup. The areas will be left in a suitable condition, clean and tidy and set up properly, in their original configuration, for the next usage. Extra tables and chairs utilized will be returned to designated storage areas. Failure to comply may result in disallowing future use. These rules apply to MAC committees and other users of the Community Center and the Craft Room.

I understand that this is a requirement for being allowed to use the common use facilities at Buttonwood Bay.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_