


'SINGLE' EVENT

'ON GOING' EVENT

# 2025-2026 ROOM Request

Rincon Country West Activity Office – Phone: 520-889-6900 Email: [activities@rinconcountry.com](mailto:activities@rinconcountry.com)

1. Room Requested:		Start Date:	End Date:
2. Room Alternate (if 1 <sup>st</sup> choice not avail)		Alternate Start Date::	Alternate End Date::
Name of Activity:			Private Party? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
1. Setup Time:		3. Event Start Time:	
2. Tear Down Time:		4. Event End Time:	
Special Needs: Electricity <input type="checkbox"/> Lighting <input type="checkbox"/> Sound/Mic <input type="checkbox"/>		 <b>Reminder: Each activity is responsible for bringing its own supplies and leaving the room clean and organized, with tables and chairs returned to the standard setup. Room reservations help everyone connect — and at RCW, our shared spaces are designed to bring neighbors together and create lasting memories.</b>	
<b>For 'ON GOING' Events Only</b>	Day(s) of the week (circle): Sunday      Monday      Tuesday      Wednesday      Thursday      Friday      Saturday		
	Indicate schedule (i.e. weekly; 1 <sup>st</sup> & 3 <sup>rd</sup> Monday or attach list of dates requested):		
<b>Contact Information</b>	1. Primary Contact <b>NAME:</b> (required)		Primary Contact <b>EMAIL:</b> (required)
	Primary Contact <b>PHONE:</b> (required)		Primary Contact <b>LOT #:</b> (required)
	2. Secondary Contact Name:		Secondary Contact Phone:
	Secondary Contact Email:		Secondary Contact Lot #:
<b>RCW Publications Event Description</b>	Include in Camper's App? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Include in Club & Activity Guidebook? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	Description of event to appear in Club & Activity Guidebook or campersApp: _____ _____		
	<b>Email description to <a href="mailto:activities@rinconcountry.com">activities@rinconcountry.com</a> - 60 word MAX</b>		
<b>Office Use Only</b>	Staff Initials: _____ Date: _____ Approved as Requested: Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Staff Initials: _____ Date: _____ Approved with Modifications: Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	Modifications/Comments:  		
	Approval sent to Primary Contact via RCW Mailbox: <input type="checkbox"/> or Email: <input type="checkbox"/>		

## How to Submit a Room Request SINGLE or ONGOING FORM

- A. **Fill out the form** – type your information directly into the editable form.
- B. **Submit your form** – either print and bring it to the Activity Office or email it to [activities@rinconcountry.com](mailto:activities@rinconcountry.com).
- C. **Send your event description** – email ([activities@rinconcountry.com](mailto:activities@rinconcountry.com)) Activity Office the exact wording you'd like posted on CampersApp so we can copy and paste it into the event calendar.
- D. Keep a copy of this form for your records.

### CampersApp Guide **\*\*Not to exceed 60 words\*\***

1. **DAY(s) OF EVENT** – What's Happening that day

This is posted on each day or the day of the single event to prompt people to show up and know what to expect.

**Example template:** Join in the fun on Thursdays in [Room] at [Time] for Mah Jongg! 🀄 A classic tile game of strategy, skill, and a little bit of luck—easy to learn and always more fun with friends. [+Contact info]

**What is CampersApp?** It is Rincon Country West **ultimate digital guide** to everything happening in the resort. Think of it as your go-to place for **event updates, reminders, and activities**—all in one spot, right on your phone.

RCW Clubs and residents: if you have any questions, please contact the Rincon Country West Activity Office at 520-889-6900 or email [activities@rinconcountry.com](mailto:activities@rinconcountry.com)