



Laguna Woods Village®

Date entered _____

By _____

COMMUNITY ACCESS GATE CLEARANCE FORM

- Type or print legibly all required information.
- Submit this form to Community Access at least four business days prior to your event.
- Drop off, fax to 949-268-2515 or send via email to community.access@vmsinc.org.
- Call Gate Clearance at 949-597-4301 to call in up to six guests for a single event.
- A Resident must sponsor the Gate Clearance Form and is responsible for their guests' compliance.
- Late forms or those that are illegible or missing information may not be processed in time for your event.
- Submit separate forms for recurring annual events with multiple dates:
 - January through June
 - July through December

RESIDENT INFORMATION		
Name	Manor address (numbers and letters)	Phone number

EVENT INFORMATION					
Event type	Day of week	Date	Time	a.m./p.m.	Location
Club/Group/Organization			Note: Entertainers/Speakers/Caterers also are considered guests. Enter the first names of the service provider and their employees who are working at your event below.		

FIRST NAME	LAST NAME

FIRST NAME	LAST NAME

COMMUNITY ACCESS GATE CLEARANCE FORM

continued

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RESIDENT INFORMATION		
Name	Manor address (numbers and letters)	Phone number

FIRST NAME	LAST NAME

FIRST NAME	LAST NAME