



Laguna Woods Village®

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.**
- The form may be dropped off, faxed to 949-268-2515, or sent via email to [community.access@vmsinc.org](mailto:community.access@vmsinc.org).
- Up to SIX guests for a single event can be called in to the Gate Clearance system by calling 949-597-4301.
- A resident MUST sponsor the Gate Clearance Form and is responsible for their guests' compliance.
- **Forms submitted late, illegible or missing information may not be processed in time for your event.**
- For recurring annual events with multiple dates, please submit separate forms for:
  - January through June
  - July through December

RESIDENT INFORMATION		
Name	Manor Address (Numbers & letter combination)	Contact Phone Number

EVENT INFORMATION					
Event Type	Day of Week	Date	Time	AM/PM	Location
Club/Group/Organization		Entertainers / Speakers / Caterers are also considered guests. <i>Enter the first names of the service provider and their employees who are working at your event below.</i>			

List the FIRST NAMES ONLY of the Non-Resident guests that will be driving below			

# **COMMUNITY ACCESS      PAGE 2 GATE CLEARANCE CONTINUATION FORM**

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<b>RESIDENT INFORMATION</b>		
Name	Manor Address (Numbers & letter combination)	Contact Phone Number

<b>List the FIRST NAMES ONLY of the Non-Resident guests that will be driving below</b>			