



## GROUP RESERVATION FORM

*PLEASE NOTE: Your group will not be scheduled until this form is received*

Group Name \_\_\_\_\_ Work Date(s) \_\_\_\_\_  
Group Leader \_\_\_\_\_ Day Phone \_\_\_\_\_  
Address \_\_\_\_\_ Eve Phone \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ E-mail \_\_\_\_\_

**Please indicate by checkmark your acceptance of these guidelines.**

- We will bring no more than ( ) people (max of 12). We'll confirm final numbers a week prior to build day.
- If we can't come on our scheduled day, we'll notify Habitat ***immediately*** (by phone and email).
- We will not bring radios, TV's, or stereos.
- We will check in the morning of our build day if the weather is questionable and understand that the ability to reschedule a cancelled build day is sometimes limited.
- We understand that Habitat KC reserves the right to cancel a build day due to weather or other circumstances out of their control.
- We understand that no persons under 16 are allowed on the construction sites for safety reasons. If there are a group of youth, we will bring at least one adult for every 5 youth to supervise.
- Each person will bring their own work gloves and be dressed appropriately for the construction sites. **We will wear only work clothes with sturdy-soled shoes (i.e. work boots or tennis shoes).** *Absolutely no sandals or thin-soled tennis shoes (i.e. Keds) will be allowed on the job site.*
- We will bring at least one skilled worker. If we can't provide at least one person with construction knowledge, we will contact the volunteer department ahead of time.
- We will have designated a leader, as named above, to serve as our contact, both on our workday and prior.

We, as a group, have been made aware of and understand the above points as well as the Volunteer Manual and Workday Guidelines. We will follow the above guidelines and understand that our group will not be scheduled until this signed form is returned to the Habitat office.

\_\_\_\_\_  
*Signature of Group Leader*

\_\_\_\_\_  
*Date*

***Thank you for your participation and support!***