LAGUNA WOODS VILLAGE, LAGUNA WOODS
TOUR BUS ACCESS FORM

This form must be completed and returned to the Clubhouse Three Supervisor a minimum of 10 days prior to the departure date for your trip to ensure the assignment is properly coordinated. The form will be reviewed and the appropriate pick up /drop off location assigned. Assignments can be verified by contacting Clubhouse Three staff at (949) 597-4289.

All pick up and drop off assignments will be either Clubhouse Three or Clubhouse Five. Busses will be denied access through any gate except that which provides access to the assigned location. There will be no exceptions.

GATE 9 HOURS ARE 7:00 AM - 11:00 PM. IF YOUR TRIP IS LEAVING BEFORE, OR RETURNING AFTER, THOSE HOURS, YOU WILL BE ASSIGNED TO GATE 10, WHICH IS OPEN 24 HOURS A DAY.

Return Completed Form To: **Laguna Woods Village Clubhouse Three**
P.O. Box 2220
Laguna Woods, CA 92654

The following is **required** information in order for a bus to enter Laguna Woods Village to load or unload passengers at Clubhouses Three or Five or to park on a temporary basis while waiting for entertainers:

Please use black ink, print legibly and provide all requested information.

SPONSORING CLUB / ORGANIZATION:		
Laguna Woods Village Club Tour Representative Information		
Name:	(Print Please)	(Signature)
Address:	**City:**	**State:**
Phone:		
	DATE (Month, Day, Year)	**TIME**
ARRIVAL FOR LOADING (Departure)		
ARRIVAL FOR UNLOADING (Return)		

Bus Company Name		**Telephone Number**
Destination	**Number of Buses**	**Number of Passengers**

Check One: ☐ **Planned Tour/Excursion** ☐ **Temporary Parking For Entertainers**

Only the above dates are approved and will be acknowledged at the gates. Please notify Clubhouse Three Staff at 597-4289 in case of a date change or cancellation of the bus arrangements. Clubhouse Three Staff will notify Community Access and Clubhouse Five Staff of the changes.

Non-residents may not park in Laguna Woods Village while on a bus trip. Tour buses and tour passengers must adhere to all parking regulations. Residents leaving from Clubhouse Three may park along Avenida Majorca, with the exception of any restricted parking areas.

FOR OFFICE USE ONLY			
LOCATION ASSIGNMENT	**CH-3**	**CH-5 Gate 9**	**CH-5 Gate 10**
Assigned By:		Date Assigned:	
Copies to: Community Access, Clubhouse Five			