



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.
- 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>			

FIRST NAME	LAST NAME	FIRST NAME	LAST NAME

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GATE CLEARANCE CONTINUATION FORM

- Type or print legibly all required information.
- Submit this form to Community Access **AT LEAST FOUR BUSINESS DAYS PRIOR TO YOUR EVENT.**
- **Forms submitted late, illegible or missing information may not be processed in time for your event.**

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

<i>FIRST NAME</i>	<i>LAST NAME</i>	<i>FIRST NAME</i>	<i>LAST NAME</i>