

FIRST UNITARIAN UNIVERSALIST SOCIETY
REQUEST FOR USE OF MEETING HOUSE SPACE
FOR UU COMMITTEE MEETINGS, ACTIVITIES, OR EVENTS
DIRECTLY RELATED TO SOCIETY

Name of Event: _____

Date of Event: _____ Time of Event: _____

Time In Building: _____ Time Out of Building: _____

Group Requesting Space: _____

Number in Attendance: _____ Open To The Public? Yes No

Childcare Provided? Yes No I Need Accessible Space? Yes No

If you intend to provide childcare, please call and arrange for it yourself.

Space Requested (please list room/s, include rooms needed for childcare):

Person(s) Responsible: _____

Email: _____ Phone: _____

Indicate Any Special Needs: (i.e., tables, chairs, TV/VCR, other equipment).

You are required to contact the Childcare Coordinator, to arrange for childcare.

Unless otherwise arranged with the Facilities Manager, you are required to do your own set-up, take-down, clean-up, etc. Please make certain that everything has been returned to where it belongs, turn off all electrical equipment and lights.

NO PARKING BEFORE 5:00 P.M. WEEKDAYS

This form will also put your event on the Society Calendar.

If this event is canceled, or the time is changed, please notify the Society Administrator immediately.

Approval: _____ Date: _____