

**UUFC FUNCTION/MEMBER FACILITY RESERVATION REQUEST**

PLEASE RETURN THE COMPLETED FORM(S) TO THE CHURCH OPERATIONS MANAGER'S BOX OR OFFICE@UUCORVALLS.ORG

<p>1. Today's date: _____</p> <p>2. Person making the request:</p> <p>Your name _____</p> <p>Your e-mail _____</p> <p>Your phone _____</p> <p>3. Title or description of activity/meeting</p> <p>_____</p> <p>_____</p> <p>4. What is the day and date of the activity/meeting? (Or, if recurring, when is the first meeting day &amp; date?)</p> <p>Day _____ Date _____</p> <p>5. When are you scheduling this activity/meeting?</p> <p>begin session at _____ begin set-up at _____</p> <p>end session at _____ end cleanup at _____</p>	<p align="center"><b>FOR RECURRING MEETINGS</b></p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 10px; writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">Check Season(s)</div> <div style="font-size: small;"> <input type="radio"/> Fall/Winter (Sep-Dec)  <input type="radio"/> Winter/Spring (Jan-May)  <input type="radio"/> Church Year (Sep-May or Jun)  <input type="radio"/> Summer (Jun-Aug)                 </div> </div> <p>Note:</p> <p>Reservations may be made for the entire Church Year or for the entire Summer. Not for both.</p> <p align="center"><u>Please re-assess for Summer or Church Year sessions and re-apply. Thank you.</u></p> <p>A. This activity meets <b>WEEKLY</b> on (days of week)  <input type="checkbox"/>Sun <input type="checkbox"/>Mon <input type="checkbox"/>Tue <input type="checkbox"/>Wed <input type="checkbox"/>Thu <input type="checkbox"/>Fri <input type="checkbox"/>Sat</p> <p>B. This activity meets <b>MONTHLY</b> on ...                  (weeks of the month/days of the week)</p> <p>Weeks: <input type="checkbox"/>1st <input type="checkbox"/>2nd <input type="checkbox"/>3rd <input type="checkbox"/>4th <input type="checkbox"/>5th</p> <p>Days: <input type="checkbox"/>Sun <input type="checkbox"/>Mon <input type="checkbox"/>Tue <input type="checkbox"/>Wed <input type="checkbox"/>Thu <input type="checkbox"/>Fri <input type="checkbox"/>Sat</p> <p>C. This recurring meeting will end</p> <p>On this date _____                  (no forever or indefinite meetings please)</p> <p>D. This recurring meeting will meet weekly or monthly</p> <p>EXCEPT FOR THE FOLLOWING DATES: _____</p>
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What room(s) do you want to use? Please check the appropriate boxes below.  
 If you are offering childcare, please reserve a room for it.

	Sanctuary/Fellowship Hall (SFH)		(Rooms 4/5 Infant/Toddler) Dr. Seuss/Beatrix Potter (4/5)
	Social Hall (SH)		Room 6A (6A)      *Room 6B (6B)      Room 6C (6C)
	Kitchen (K)		(Rooms 6ABC 3-part room) PT Barnum 3 Ring Circus (3RING)
	Social Hall Deck (SHD)		(Room 7 downstairs-soft chairs/couches) Ralph Waldo Emerson (7)
	Rita McDonald <b>Library</b> (LIB)		(Room 8 downstairs-tables) Susan B. Anthony (8)
	Other Space OR Off Site (OFF) Specify Below		RE Kitchen (REKIT)
			(Room 9 upstairs-soft chairs/couches) Clara Barton (9)
			(Room 10 upstairs-tables) Christopher Reeve (10)
			Mezzanine (upstairs between Rooms 9 & 10) (MEZZ)
	Equipment Use/Maintenance—must pre-arrange (If maintenance please describe below & list rooms)		TV/DVD Player      Computer Projector (PROJ1 or PROJ2)

**Comments or Description of Activity:**