

# UUFC Facility Rental Reservation Request Form

\*Please visit the website for rental rates

Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Registered 501(c)3 non-profit? \_\_\_ YES \_\_\_ NO

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date (s) requested: \_\_\_\_\_

Set up start time: \_\_\_\_\_

Event start time: \_\_\_\_\_

Event end time: \_\_\_\_\_

Tear down time (when you will actually be leaving the building): \_\_\_\_\_

Space(s) requested:

***\*Indoors masks are required for groups of 10+ people***

-Sanctuary/Fellowship Hall (220 seated capacity) \_\_\_\_\_

-Social Hall (with option for eight 5-ft round tables and 80 chairs) \_\_\_\_\_

-Kitchen (requires orientation) \_\_\_\_\_

-Room 7 \_\_\_\_\_

-Room 9 (upstairs; not accessible) \_\_\_\_\_

-Room 10 (upstairs; not accessible) \_\_\_\_\_

***\*Outdoors masks are optional***

Social Hall Deck and Patio \_\_\_\_\_

Lawn \_\_\_\_\_