

Request for AUUC Building Space

Anyone needing to reserve space in the Church building shall complete this form or attached space need to this form. The church office will place the request, if available, on the church calendar. Space will be reserved on a first-come-first-served basis. Accotink UU Church sponsored activities will have first priority. Long term regular space use by outside organizations will be negotiated separately with the rental coordinator to develop a contract.

Organization: _____ Contact name: _____

Telephone #: _____

Gallery: Sanctuary: Church Office: Classroom # _____

Date: _____ Event Start time: _____ Event End Time: _____

COMPLETE TIME NEEDED FROM SET-UP THRU CLEAN-UP (if necessary)

Additional Dates: _____

Purpose: _____

Special Note: _____

Completed forms may be mailed or placed into Church Administrator's mailbox. If the space is available the event will be placed the on the official church calendar and the requestor will be notified.