

UUFC MEMBER FACILITY RESERVATION REQUEST/ACTIVITY NOTICE

(NOT FOR RENTALS)

PLEASE RETURN THE COMPLETED FORM(S) TO THE OFFICE ADMINISTRATOR'S BOX.

<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/date?)</p> <p>Day _____ Date _____</p> <p>5. When are you scheduling this activity/meeting?</p> <p>begin set-up at _____ begin session at _____</p> <p>end cleanup at _____ end session at _____</p>	<p align="center">FOR RECURRING MEETINGS</p> <p>Reservations may be made for the entire school year.</p> <p>Please re-asses for Summer session and re-apply. <u>Then don't forget to re-apply in the fall for your recurring meetings.</u></p> <p>Check Season(s)</p> <p><input type="radio"/> Fall/Winter (Sep-Dec) <input type="radio"/> Winter/Spring (Jan-May) <input type="radio"/> Summer (Jun-Aug)</p> <p>A. This activity meets WEEKLY 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 MONTHLY on ... (weeks of the month/days of the week) weeks: <input type="checkbox"/>1st <input type="checkbox"/>2nd <input type="checkbox"/>3rd <input type="checkbox"/>4th <input type="checkbox"/>5th 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 meeting will end</p> <p>1) after _____ occurrences</p> <p>or 2) on this date _____</p> <p>D. This recurring meeting will meet weekly or monthly EXCEPT FOR THE FOLLOWING DATES:</p>
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What room(s) do you want to use? Please check the appropriate boxes below.

Are you offering childcare—did you reserve a room for it?

	Sanctuary/Fellowship Hall		(Rooms 4 & 5 Infant/Toddler) Dr. Seuss & Beatrix Potter
	Gallery	*Room 6A	Room 6B Room 6C
	Social Hall	(Rooms 6ABC 3-part room) PT Barnum 3 Ring Circus	
	**Kitchen	(Room 7 couches) Ralph Waldo Emerson NO Food or Drink	
	Social Hall Deck	(Room 8) Susan B. Anthony	
	Minister's Office	**RE Kitchen	
	Rita McDonald Library	(Room 9 upstairs, soft chairs, couches) Clara Barton	
	Other Space OR Off Site Specify Below	(Room 10 upstairs, tables) Christopher Reeve	
		Mezzanine (upstairs between Rooms 9 & 10)	
Equipment Use must pre-arrange:	TV/DVD Player	Computer Projector	

Comments or Description of Activity:

***If a committee, is this meeting open to only committee members?
 Do you want this (these) meeting(s) listed in the announcements or newsletter?
 If Yes, please send me the information to office@uucorvallis.org, thanks, Yaney.***

Will you need a key? Y _____ N _____ Key Number _____ Issue Date _____ Return Date _____

Signature of UUFC member responsible _____ Date _____

Please note: Cleaning fees will apply if facilities are not left in good condition. Thank you for keeping the Fellowship in good order!

***Room 6A not available during the day on weekdays, special conditions apply at all times.**

****If using the kitchens, who is responsible for dishwashing and clean up? Please list _____ thank you.**