

UUCB Room Reservation and Support Request Form

Event Title:

Desired Date:

Alternate Date:

Start Time:

End Time:

Space(s)
to be
reserved

Atrium

Fireside Room

Kitchen

Meditation Room

Music Room

Safir Room

Sanctuary

Social Hall

Stage

Terrace

Other

Attendees:

Contact Name:

Phone:

Email:

Recurring?

No

Weekly

Monthly

Annually

Recurrence:

Beverage Service

Coffee

Decaf

Tea

Water

Paid dishwasher?

Yes

No

Room Set-up:

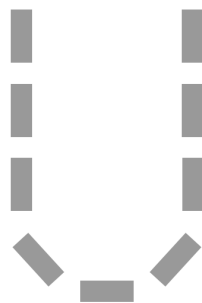
Herringbone

Horseshoe

Oval-Circle

Theater

Spoke



The diagrams above are examples only. Actual layout will differ depending on number of participants. Layout may apply to chairs and/or tables. Please note that the "spoke" set-up may only be used in the Atrium.

If the layout you wish to use is not displayed above, please describe the set up below and indicate need for chairs and/or tables.

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Audio / Visual:	LCD Projector	Portable Screen	Stationary Screen	
	Wireless Mic (1)	Wired Mic (5)	Lectern	
	Lightboard	Speakers (4)	Sound recording	
	Sound board			
	Other			
Music Instruments:	Organ	Piano	<i>(You may specify Yamaha, Chickering, or Baldwin, if you have a preference, in the "Additional Notes" section.)</i>	
	Harpsichord			
Musician:	Vocalist	Organist	Pianist	Harpist
Other Equipment:	Easel	Easel Pad	Markers	Paper lanterns
	Other			

Additional Notes:

Signature

Date Submitted

CANCELLATIONS: Please be conscientious about cancellations. If your activity/event is cancelled or a single recurrence will not occur, it is your responsibility to notify Lissa (reservations@uucb.org) AND Franklin (facilities@uucb.org) immediately. Setting up rooms for meetings/activities which are not taking place is wasteful of staff resources.

SCHEDULE CHANGE: If the schedule (date/time) of your event/activity changes for any reason, it is your responsibility to notify Lissa (reservations@uucb.org) AND Franklin (facilities@uucb.org) immediately.

BASIC INSTRUCTIONS FOR COMPLETING THIS FORM: *(Detailed instructions available on request)*

1. This is the room reservation form. It must be filled out completely or your event will not be scheduled. *Complete this form and submit at **minimum 2 weeks** before your event.*
2. You are requested to email your completed form to **Lissa Roos Parker**, UUCB Scheduling Coordinator. Or, you may leave your completed hard-copy form in Lissa's mailbox.
3. Lissa will confirm your reservation by email and send the information to **Lotez Franklin**, UUCB Lead Facility Coordinator, who may contact you with any further questions.
4. Unless other arrangements are made prior to the event, you are allotted one hour before the start time of your event for any additional set up, i.e., decorations, flowers, table cloths, etc.
5. If you are using the UUCB Kitchen as part of your activity or event, you will be provided with a copy of the UUCB Kitchen Procedures. Please follow the procedures when using the kitchen.