

## **Procedures for room reservation requests:**

Please complete this form in its entirety.

Leave the completed form in the Administrative Assistant's mailbox.

The Administrative Assistant will check the facility use calendar and any pending facility requests for conflicts.

All reservations are tentative and subject to availability.

Requests from the Board of Trustees and/or Church Committees are given first priority.

If the date is available, the Administrative Assistant will submit your request to the coordinating team.

The coordinating team meets every Thursday afternoon at 1:30pm. Please submit your request in a timely manner for review.

The Administrative Assistant will contact the primary contact person with information received from coordinating team.

# Unitarian Universalist Church of Charlotte Member - Room Reservation Request Form

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of Group/Committee/Class \_\_\_\_\_

**If this is a regular weekly or monthly meeting, please indicate when the meeting will be held.**  
(For example, "The first and third Wednesday of each month from 6:30 – 9:00 PM, September - July")

\_\_\_\_\_

**OR...Date of Activity :** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **Time of Activity** \_\_\_\_\_ - \_\_\_\_\_ AM/PM

**Is this meeting open or closed to new participants?**

Open       Closed

**Status of Primary Contact Person:**

Member       Non-Member       Other (please specify) \_\_\_\_\_

**Approximate number of attendees or participants?** \_\_\_\_\_      **Childcare needed?** \_\_\_\_\_  
(One-time events ONLY)

**Which best describes the relationship of the group/committee/class/activity to the congregation:**

- Related to Religious Education, Membership, Music, Open Door School or Worship
- Related to Administration, Communication, Facility Upkeep or Finances
- Related to Arts, Community Building, Social Justice or Social Outreach

**How does this event/activity relate to the UUCC's Mission and/or ENDS?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*The mission of the Unitarian Universalist Church of Charlotte is to inspire children, youth and adults to discover and articulate deeper spiritual meaning evidenced in lives of integrity and compassion and stewardship of the Earth.*

### **Unitarian Universalist Church of Charlotte ENDS Statements**

*We are a joyful, dynamic community of people who care about and are connected to each other.  
Here people are welcomed, heard, included and respected.*

*We are a sanctuary for those on a liberal religious path and a beacon  
of progressive thought and action in the larger Charlotte community.*

*We cultivate lives of generosity and responsibility, sharing our personal abundance.*

*We are intentionally growing in our diversity as a congregation,  
each of us working with others to overcome the barriers that divide the human family.*

*We strive for peace, justice and equity in our hearts, our interpersonal relationships, our community and our world.*

Please put any additional information/special requests here \_\_\_\_\_

**Please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> preferences for rooms.**

**Lower Level**

\_\_\_\_\_ Chapel  
\_\_\_\_\_ Library  
\_\_\_\_\_ Work Room  
\_\_\_\_\_ Nursery  
\_\_\_\_\_ Sigismund  
\_\_\_\_\_ Other \_\_\_\_\_

**Upper Level**

\_\_\_\_\_ Sanctuary  
\_\_\_\_\_ Freeman Hall  
\_\_\_\_\_ Kitchen  
\_\_\_\_\_ Schweitzer  
\_\_\_\_\_ Priestley  
\_\_\_\_\_ Channing/Thoreau

**Contact Person** \_\_\_\_\_

**Position** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_

**Evening Phone** \_\_\_\_\_

**Alternate Contact** \_\_\_\_\_

**Position** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_

**Evening Phone** \_\_\_\_\_

*The undersigned, hereafter known as the user, agree that the above-named persons have read, and will comply, with the Facilities Usage Rules and Policies of the Unitarian Universalist Church of Charlotte, and will pay fees set forth therein. In the event of unusual wear and tear or actual damage, the user will be charged for any expenses the Church incurs in correcting same. All users using the facilities assume liability for, and shall indemnify and hold harmless, the owners of the real estate and its respective officers, trustees, directors, agents, employees and members against and from any and all liabilities, obligation, losses, penalties, claims, actions, suits, damages, expenses, disbursements (including legal fees and expenses), or cost of any kind and nature whatsoever in any way relating to or arising out of any activity of the users and their guests. The Church and its respective officers, trustees, directors, agents, employees and members shall not be liable to any user using the Church or of any person on or about adjoining grounds and parking lot by the user's consent, invitation, or license, expressed, or implied for any loss, expense or damage to either the person or property sustained by reason of any condition of said "Church" or due to the act of any agent of the Church or the act of any other person whatsoever.*

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*All reservations are tentative and subject to availability. Requests from the Board of Trustees and/or Church Committees are given first priority. For any questions regarding this form, please contact the Church Administrative Assistant at (704) 366-8623, ext. 221 or [uucc@uucccharlotte.org](mailto:uucc@uucccharlotte.org)*

**Office Use Only:**

Date received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Initials: \_\_\_\_\_

Date approved: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Initials: \_\_\_\_\_

Date entered in Reservation Book: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Initials: \_\_\_\_\_