



ROOM REQUEST FORM

Instructions: 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 Wednesday 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.

Date: _____ **Name of Person/Group:** _____

Date and Time of Activity: _____

Open or Closed Meeting _____ **Status of Primary Contact (Member/Non-Member)** _____

Which Best describes the relationship of the group/committee/class or activity to the congregation:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Related to Religious Education, Membership, Music, Open Door School or Worship |
| <input type="checkbox"/> | Related to Administration, Communication, Facility Upkeep or Finances |
| <input type="checkbox"/> | Related to Arts, Community Building, Social Justice or Social Outreach |

Please answer the following questions below:

1.) Please describe the nature of your group/meeting (please be explicit and feel free to include any supporting documentation such as website information and handouts): _____

2.) Which ENDS statement does this event/activity most relate to: _____

3.) Are there any special supplies or equipment needed for your group/class/event, if so please list them: _____

4.) If your group or event falls under one of our congregational team areas such as social justice, community building, etc; have you contacted the chair person/s of those group/s? _____

5.) Is there any publicity required, if so what vehicles of communications are you requesting to use? _____

6.) Any other special requests, please list them here: _____

7.) Who is the point of contact in regards to using the space such as clean-up, set-up, supply checkout and opening and closing the space? This person will be the person contact if an issue arises. Please note that this person will be responsible for the space as far as clean-up, set-up, material usage and opening and closing the room.

Person: _____

Contact Information: _____

Please indicate your 1st, 2nd 3rd and 4th 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 _____