

Second Unitarian Church
Calendar Reservation Form

NEW EVENT CHANGE REPLACES PREVIOUS FORM

NAME OF EVENT: _____

Sponsoring Committee or Church Representative: _____

Start Date: ____/____/____ **End Date:** ____/____/____

If recurring, event will occur on _____ *every* _____
(day of week) (first Monday, every other Sunday, etc.)

Event Start Time _____ **am/pm** **Event End Time:** _____ **am/pm**

(If applicable) Setup start time _____ am/pm Cleanup end time _____ am/pm

Intended area(s) of use:

Sanctuary First Hour Area Whole Church Kitchen Offsite
 Downstairs Worship Area Downstairs Classroom Minister's Office*
*(*with Minister's approval only)*

Will a key or keycode be required? yes no
If yes, please arrange key/keycode checkout with Office Administrator.

Additional description/requirements for use of space:

Approximate number of people attending function: _____

To request childcare please make a copy of this form and place it in the Director of Religious Education box or email a copy to dre@secondunitarianomaha.org no later than **one month** before the event.

Be sure to end your event on time so as not to conflict with other Second Unitarian events and childcare. If setup is required at an earlier time, please note and allow for childcare in set up and clean up times.

Requestor Name Date

Approved By Date

For Second Unitarian Church Events Only

Please return original form to Church Office Administrator