

Unitarian Universalist Church of Spokane

ROOM RESERVATION REQUEST FORM

Please fill out the following information and return to the office during regularly scheduled office hours (Mon-Thu 10:00 a.m. to 2:00 p.m.) at least ONE (1) WEEK in advance of your event. Please fill out an individual request for each event that you will need a room.

NAME(S): \_\_\_\_\_

CONTACT PHONE NUMBER(S) \_\_\_\_\_

CONTACT EMAIL ADDRESS \_\_\_\_\_

TEAM(S): \_\_\_\_\_

DATE(S) NEEDED: \_\_\_\_\_

EVENT: \_\_\_\_\_

STARTING TIME(S) NEEDED (include time for your setup): \_\_\_\_\_

EVENT/MEETING ACTUAL START TIME: \_\_\_\_\_

ENDING TIME (include time for your cleanup and resetting of room): \_\_\_\_\_

# OF EXPECTED ATTENDEES: \_\_\_\_\_

ROOM(S) PREFERRED (rooms are not guaranteed, but we will make every effort to schedule the room of your choice – if using the main kitchen, please provide details of usage below in Special Notes section):

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SPECIAL NOTES (if any/continue on back if needed):

THIS SPACE FOR OFFICE USE ONLY PLEASE

DATE REQUEST RECEIVED IN OFFICE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

SCHEDULED ON CALENDAR: \_\_\_\_\_