

PUUC Room Request Form

Please complete this form and return it to the congregational administrator. All reservations are tentative and subject to availability.

Date: _____ **Your Name:** _____

Are you a: Member Friend Non-Member

Please answer the following questions:

1. Describe the activity or event: _____

Event Date: _____

Hours space will be used (include time for set-up and clean-up): From _____ to _____

Event Timeline (e.g. doors open at 7, discussion at 8): _____

Open or Closed? (please circle) Number of participants expected: _____

2. Purpose: (check all that apply and explain)

Meeting/whom: _____

*Fundraiser: Beneficiary: _____

Is the beneficiary a non-profit organization? Yes or No

__ (*PUUC Policy requires money raised at fundraiser to be paid to PUUC to comply with PUUC Fundraising Policy.

Publicity for the event must comply with PUUC Publicity Policy.)

Raise Awareness of Issue: _____

Educational Event: _____

Socializing/Entertainment/Special Event: _____

Community Building: _____

3. Sponsor: (The sponsor or a member of the sponsoring group must be present at the event.)

Group or individual sponsoring event*: _____

*If you are not the leader of the group or the individual sponsor, attach documented approval from the appropriate source.

Sponsor's contact information

Phone: _____ Email: _____

4. Event Expenses

List expenses associated with this request and specify who will pay for or donate them: _____

If PUUC is to pay any expenses, list budget number(s)* _____

*Documented approval (with budget number(s)) from the appropriate source must be attached to this request form

5. Event Needs

Requested area(s) of the buildings to be used (please indicate your 1st and 2nd choice for rooms):

Church

_____ Sanctuary
_____ Classroom(s): _____

Meeting House

_____ Entryway _____ Middle Classroom
_____ Meeting Room _____ Youth Room

Special Needs (please circle):

Both Buildings: Table(s) Chairs Privacy
Church Only: Sound system* Piano* Projector** Screen**

*Permission must be given from the Music Director to use these items.

**These items are not available to rent.

6. **Charging/Soliciting Cash Donations:** No (Skip to next section) Yes: Amount or suggested \$ _____

A) Use of Proceeds (check all that apply):

Love offering/honorarium (applies to speakers, facilitators, guest ministers, performers, etc.)

Paid by: _____

Paid to : _____

Address: _____

Beneficiary of net proceeds

Paid by: _____

Paid to : _____

Address: _____

7. Cleanup

A) **Who is** the point of contact for space use such as clean-up, set-up, equipment checkout and return, and opening and closing the space? This person will be contacted if an issue arises.

Responsible party: _____

Phone: _____ Email: _____

B) **Will you require the paid services of our Janitorial Contractor for cleaning and/or chair set-up?** Yes or No

Paid by: _____

8. Publicity: The PUUC Board of Directors reserves the right to review any advertisement prior to publication.

If publicity in church media is desired, submit a finalized announcement to the appropriate party. Items for the newsletter must be submitted by the 15th of the month to the newsletter editor (newsletter@puuc.org). Items for the email and bulletin announcements must be submitted to the congregational administrator (puuc@puuc.org) by noon on Tues. for inclusion in that week's announcements.

9. Contacts

Primary Contact: _____

Phone: _____ Email: _____

Alternative Contact: _____

Phone: _____ Email: _____

For Office Use Only

Approval needed by:	
<input type="checkbox"/>	Business & Operations Council
<input type="checkbox"/>	Music Director
<input type="checkbox"/>	Religious Services Committee
<input type="checkbox"/>	House Committee
<input type="checkbox"/>	Social Justice Council
<input type="checkbox"/>	Minister
<input type="checkbox"/>	Other: _____

- Fundraiser (see policy)
- Consistent with PUUC principles
- Benefits PUUC
- Member-sponsored
- Costs are covered
- Advertisement/Publicity review
- Policy Exemption (explain)

Reviewed by _____ on _____ (Date) Approved _____ Declined _____

Signature: _____

Reviewed by _____ on _____ (Date) Approved _____ Declined _____

Signature: _____