



Room Request Form and Room Assignment
The First Unitarian Universalist Church of Richmond
 1000 Blanton Avenue, Richmond, VA. 23221 - (804) 355-0777

Instructions: Please complete this form for each reservation, unless it will be a recurring event, i.e. weekly, monthly. Provide this form to the Church Administrator by fax, email, or drop off preferably at least 2 weeks before the event.

The space you request is reserved after confirmation that there are no previous reservations for that space. If there is a conflict another space may be reserved for you. Your receipt of a copy of this form is your confirmation of space reservation.

Name of Group _____ **Today's Date** _____

Person requesting Space _____ **Day Phone No.** _____

Email _____ **Evening Phone No.** _____

Date(s) for Space (If recurring, list recurring days, i.e. – 1st Tuesday)

Name of Meeting Event

Start Time _____ **End Time** _____ **Expecting Number of People** _____

Is there an admission charge? Yes No **If Yes, how much?** _____

<u>Space Requested</u>	<u>Number of Persons</u>	<u>Space Assigned</u>
<input type="checkbox"/> Great Hall	300	<input type="checkbox"/>
<input type="checkbox"/> Studio – Douglasdale	80	<input type="checkbox"/>
<input type="checkbox"/> Studio – Middle A	20	<input type="checkbox"/>
<input type="checkbox"/> Studio – Middle B	15	<input type="checkbox"/>
<input type="checkbox"/> Studio – Middle (full)	50	<input type="checkbox"/>
<input type="checkbox"/> Lower Level	10	<input type="checkbox"/>
<input type="checkbox"/> Lower Level (Classroom, back left)	15	<input type="checkbox"/>
<input type="checkbox"/> Lower Level (Classroom, front right)	12	<input type="checkbox"/>
<input type="checkbox"/> Library	40	<input type="checkbox"/>
<input type="checkbox"/> Nursery (limited availability)	25	<input type="checkbox"/>

Any necessary fees for use of the building? Yes No **If Yes, Amount** _____

Note: \$200.00 utility fee required for July and August

Signature of the applicant indicates acceptance of the church building use procedures and rules.

Applicant _____ Date _____

For Office Use Only

Additional Notes _____

Date Posted on the Calendar _____ By _____