

# Unitarian Universalist Church of Cheyenne

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## CHURCH MEMBER/ORGANIZATION BUILDING USE RESERVATION FORM

Please fill out a separate form for EACH reservation, unless it will be a recurring event, i.e. weekly, monthly.

Today's Date:	Your Name:
Description/Name of Activity, Meeting, or Event:	
Three Members OR Committee Sponsoring Activity:	
Date(s) of the Activity: <i>(If this is a recurring activity, list recurring days, e.g. 1st Tuesday each month.)</i>	
Start Time:	End Time:
Name of Space(s) Requested: <i>(Social Hall, Library, Kitchen, Sanctuary, Rainbow Discovery Room, Numbered Classroom, Other - please specify)</i>	
Equipment Needed: <i>(if any)</i>	
Approximate Number of Participants:	
<b>Responsible Person(s)</b> <i>(The ones with the keys)</i>	
Name:	Name:
Mobile Phone:	Mobile Phone:
Home Phone:	Home Phone:
Email:	Email: