

Unitarian Universalist Church of Cheyenne

3005 Thomes Avenue

Cheyenne WY 82003

Phone: 307-638-4554

Email: administrator@uucheyenne.org Web: www.uucheyenne.org

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: _____

Description/Name of Activity, Meeting, or Event: _____

Church Member Contact if applicable:

Date(s) of the Activity: (If this is a recurring activity, list recurring days, e.g., 1st Tuesday each month.) _____

Start and End times (include time for set up and take down):

Name of Space(s) Requested: (Social Hall, Library, Sanctuary, Rainbow, Discovery Room, Numbered Classroom) _____

Equipment Needed: (if any)

Approximate Number of Participants: _____

Responsible Person(s) (The ones with the keys)

1. Name: _____

Phone: _____

Email: _____

2. Name: _____

Phone: _____

Email: _____

3. Name: _____

Phone: _____

Email: _____