## Second Unitarian Church Calendar Reservation Form

NEW EVENTCHANGE TO A PREVIOUSLY SUBMITTED EVENT
AME OF EVENT:
Sponsoring Committee or Church Representative:
tart Date:/ End Date:/
If recurring, event will occur on every (day of week) (first Monday, every other Sunday, etc.)
vent Start Time:am/pm
(If applicable) Setup start timeam/pm Cleanup end timeam/pm
tended area(s) of use:
Sanctuary (SA)First Hour / Library Area (FH/L)Whole Church (WH)
Offsite (offsite)Downstairs Meeting Area/ Classroom (DWN)Minister's Office* (MO)  (*with Minister's approval only)
fill a key code be required?yesno If yes, please arrange key code checkout with Office Administrator.
dditional description/requirements for use of space:
oproximate number of people attending function:
equestor Name Date
ease submit this form to the Church Office Administrator by placing in the red folder on the Church Office oor or emailing info@2uomaha.org.
oproved By Date
To request childcare please email the Childcare Organizer at childcare@2uomaha.org.