Second Unitarian Church
Calendar Reservation Form

___NEW EVENT  ___CHANGE TO A PREVIOUSLY SUBMITTED EVENT

NAME OF EVENT:______________________________________________

Sponsoring Committee or Church Representative:___________________

Start Date: _____/_____/____  End Date: _____/_____/____

If recurring, event will occur on ___________ every
(day of week) (first Monday, every other Sunday, etc.)

Event Start Time: _________am/pm  Event End Time: _________am/pm

(If applicable) Setup start time _________am/pm  Cleanup end time _________am/pm

Intended 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)

Will a key code be required?  ____yes  ____no

If yes, please arrange key code checkout with Office Administrator.

Additional description/requirements for use of space:

Approximate number of people attending function:___________

___________________________________________________________

Requestor Name  Date

Please submit this form to the Church Office Administrator by placing in the red folder on the Church Office
door or emailing info@2uomaha.org.

___________________________________________________________

Approved By  Date

To request childcare please email the Childcare Organizer at childcare@2uomaha.org.