## 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 timeam/pm Cleanup end timeam/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)  (*with Minister's approval only)
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 <a href="mailto:info@2uomaha.org">info@2uomaha.org</a> .
Approved By Date
To request childcare please email the Childcare Organizer at childcare@2uomaha.org.