

Piedmont UU Church Room Request Form for Events with Money Involved

Please complete this form and return it to the office administrator. All reservations are tentative and subject to availability. The Board of Trustees and Lead Minister reserve the right to cancel any previously scheduled event in the case of congregational emergency, memorial service, wedding or urgent matter. Best effort will be made to give ample notice. It is the expectation that such cancellations will be rare.

Date: _____ **Your Name:** _____

Primary Contact: _____

Phone: _____ Email: _____

Alternative Contact: _____

Phone: _____ Email: _____

Please answer the following questions:

1. Describe the activity or event: _____

Event Date (if recurring, please explain): _____

Hours space will be used (include time for set-up and clean-up): From _____ to _____

Event Timeline (e.g. doors open at 7, discussion at 8): _____

Open or Closed? _____ Number of participants expected: _____

2. Purpose: (check all that apply and explain)

Meeting: _____

Special Event: _____

*Fundraiser: Beneficiary: _____

Is the beneficiary a non-profit organization? Yes or No

(*PUUC Policy requires money raised at fundraiser to be paid to PUUC to comply with PUUC Fundraising Policy.)

Other: _____

3. Needs:

Requested area(s) of the buildings to be used (please indicate your 1st and 2nd choice for rooms):

Church

_____ Sanctuary
_____ Classroom(s): _____

Meeting House

_____ Entryway _____ MH Classroom
_____ Board Room _____ Youth Room

Special Needs (please circle):

Both Buildings: Table(s) Chairs Privacy
Church Only: Sound system* Piano* Projector** Screen**

*Permission must be given from the Music Director to use these items.

**These items are not available to rent.

4. Cleanup

A) Who is the point of contact for space use such as clean-up, set-up, equipment checkout and return, and opening and closing the space? This person will be contacted if an issue arises.

Responsible party: _____

Phone: _____ Email: _____

B) Will you require the paid services of our Janitorial Contractor for cleaning and/or chair set-up? Yes or No

Paid by: _____

(over)

5. Sponsor: (The sponsor or a member of the sponsoring group must be present at the event.)

Group or individual sponsoring event*: _____

*If you are not the leader of the group or the individual sponsor, attach documented approval from the appropriate source.

Sponsor's contact info Phone: _____ Email: _____

6. Will cash be accepted / charged / solicited at the event?

No (Skip to next section)

Yes: Please explain and include set or suggested dollar amount (if applicable): _____

Use of Proceeds (check all that apply):

Love offering/honorarium (applies to speakers, facilitators, guest ministers, performers, etc.)

Paid by: _____

Paid to : _____

Address: _____

Beneficiary of net proceeds

Paid by: _____

Paid to : _____

Address: _____

7. Event Expenses

A) List expenses associated with this request and specify who will pay for or donate them: _____

B) If PUUC is to pay any expenses, list *budget number(s) _____ and payee's information:

Paid to: _____

Address: _____

*Documented approval (with budget number(s)) from the appropriate source must be attached to this request form

For Office Use Only

Approval needed by:

Office Administrator

Business & Operations Council

Music Director

Social Justice Council

Minister

Other: _____

Reviewed by _____ on _____ (Date) Approved _____ Declined _____

Signature: _____

Reviewed by _____ on _____ (Date) Approved _____ Declined _____

Signature: _____

Notes: _____