

## **Room Reservation Request Form**

First Unitarian Universalist Church of Austin

4700 Grover Ave., Austin, TX 78756

*This form is available online at [www.austinuu.org/rooms](http://www.austinuu.org/rooms) or in the church mailroom.*

**When complete, place in Natalie Freeburg's mailbox or email to [natalie@austinuu.org](mailto:natalie@austinuu.org).**

Today's Date: \_\_\_\_\_ Church-sponsored or outside group? \_\_\_\_\_

Date of Event: \_\_\_\_\_ Recurring? \_\_\_\_\_ Number of People: \_\_\_\_\_

Start and end time of reservation \_\_\_\_\_ (for set-up/clear)

Start and end time of actual event \_\_\_\_\_

Church-group reservations are made on a June-May basis, and outside reservations on a Jan-Dec basis. If your event is recurring, what are the start and end dates?

Type of Event: \_\_\_\_\_ (lecture, party, wedding, meeting, etc)

Name of Event: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Address (include city and zip): \_\_\_\_\_

Day of Event Contact Name and Phone Number: \_\_\_\_\_

Room Preference: We make reservations based on the overall events scheduled for that day. Please explain if you would like or need a specific room and why:

### **Equipment Requests:**

Easel: \_\_\_\_\_ White Board: \_\_\_\_\_

DVD player/monitor \_\_\_\_\_ VHS player/monitor: \_\_\_\_\_

Projector/screen: \_\_\_\_\_ Sound Equipment: \_\_\_\_\_

**Additional Requests or Notes:** \_\_\_\_\_

- All booking requests are to be in writing via email or this form.
- Bookings will be confirmed via email or telephone.
- Please do not assume your event is booked, even if you have previously met in the church. Within four business days of our receiving this form, you will receive confirmation by phone or email.