

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 or in the mailroom.

When complete, place in Natalie Freeburg's mailbox or email to 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 _____

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: (requests less than 7 days before event are not guaranteed)
Easel, dry erase board: ____; Easel, paper pad: ____ (non-church groups bring own pad)
DVD player/monitor: _____ VHS player/monitor: _____
Projector/screen (extra charge may apply): _____; Microphone: ____: Sound equip: ____
Table/chair arrangements (theater-style, lecture, circle, etc): _____

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. If you haven't received confirmation within two business days of our receiving this form, please contact Natalie at natalie@austinuu.org