

# New Creation UCC

## Activity / Room Reservation Form

\*\*\*Please make sure you have read the accompanying instructions for the request form before submitting.\*\*\*

**Name of Activity:** \_\_\_\_\_

**Date of Activity:** \_\_\_\_\_

\*Please note if this is a weekly / biweekly / monthly activity

**Times of Activity:** \_\_\_\_\_

\*Please account for set up and clean up time also

**Type of Activity:**

Meeting

Fundraiser \*this form will be submitted to the Fundraising Committee prior to approval

Private Event

Other \_\_\_\_\_

**Person(s) in charge of this activity:**

(please indicate if you are members or non-members) \_\_\_\_\_

**Phone number:**

Name \_\_\_\_\_ (h) \_\_\_\_\_ (c) \_\_\_\_\_

Name \_\_\_\_\_ (h) \_\_\_\_\_ (c) \_\_\_\_\_

Name \_\_\_\_\_ (h) \_\_\_\_\_ (c) \_\_\_\_\_

**Rooms Requested:**

**Description of**

Sanctuary

**Activity:** \_\_\_\_\_

Conference Room

Community Room

Kitchen

Gathering Space

Classroom

Nursery

**For Church Sponsored Events Only**

**Advertising:** If you would like this event advertised please fill in the details you would like included: cost/hours/contact information /etc.

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Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please return this form to the church secretary for date approval**

- This activity has been added to the church calendar by the secretary \_\_\_\_\_
- This activity has NOT been added because \_\_\_\_\_