

**Unitarian Universalist Society of Sacramento**

**Request for Room Use 2010 & 2011**

**Please complete all Sections and sign the reverse to indicate your understanding of Committee and Activity Group use of USSS rooms and your responsibility in reserving the rooms. (See Reverse.) Turn this form into the Business Office.**

**Name of Committee or Activity Group:** \_\_\_\_\_

**1. DATE: A. If this is a single-date event,** what is that date: \_\_\_\_\_

**OR B. If this is a multiple-date event:**

What is the start date? \_\_\_\_\_

What is the Stop Date: \_\_ \_\_\_\_.

Please circle **the day(s)** of the week of your event: S M T W Th F Sat

What weeks of the month do you meet: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, every , alternating

**2. TIME:** What time will your **event start** (as it will appear on the calendar and sign board) \_\_\_\_\_ and end \_\_\_\_\_ and do you need time to set up for the event? \_\_\_\_\_

**3. TITLE of your event** (to appear on the calendar and BlueSheet and sign board)

\_\_\_\_\_ **What is the size of your group?** \_\_\_\_\_

**4. ROOM REQUEST:** Circle the room(s) you want to reserve\*:

Auditorium Lounge/Foyer Coffee Kitchen Fahs Library Patio Room 12  
Room 6 Room 7/8 Room 9 Room 10 Other Space: \_\_\_\_\_

**5. SETUP DETAILS: NOTE: Rooms will be set up by participants, unless this is a Special Event.**

**If this is a Special Event, what are the set-up details for this Special Event:**

Classroom Style  Board Room  Chairs in Circle  Theater Style

Other arrangement: \_\_\_\_\_


**6. SUPPLIES: What items/supplies do you need: -**

(Number of ): \_\_\_\_ Chairs \_\_\_\_ Card Tables \_\_\_\_ Long Tables \_\_\_\_ Round Tables  
\_\_\_\_ Flip charts & Easels \_\_\_\_ TV/DVD Player, \_\_\_\_ LCD Projector \_\_\_\_ Slide Projector  
\_\_\_\_ Screen \_\_\_\_ Piano \_\_\_\_ Sound Equipment Other \_\_\_\_\_

**If you are requesting a special room arrangement, please attach a diagram.**

**6.. CONTACT NAME** \_\_\_\_\_ eMail or Phone: \_\_\_\_\_

\*Room use is assigned by the office, according to the size of the group and type of event. It is possible you will not get your first choice of room. Furniture in rooms reserved for use on Sunday afternoon will remain as originally set up for the RE just prior to your meeting. Room 11 is assigned for childcare ONLY.

 Please complete all applicable sections above and sign the reverse to indicate your understanding of Committee and Activity Group use of USSS rooms & your responsibility in reserving the rooms.

(See Reverse)

## **UUSS Covenant of Responsible Stewardship**

This covenant provides guidance as to how to use the facilities in a way that promotes good stewardship and healthy community relationships. The Covenant will be posted and distributed as reminders to all groups using the facility.

### **Use the Building “Lightly”**

UUSS members and groups use our facilities “lightly” by following sound practices of conservation and sustainability:

- Be responsible for setting up and putting away tables and chairs unless such setup is physically too strenuous.
- Leave the rooms clean and orderly.
- Turn off the lights (except those left on for security purposes) and lock up before leaving, unless another rental is scheduled after yours. (Check the white signboard if uncertain.)
- Read the instructions for changing heat or air, and use in moderation.
- Separate recyclables.
- If there are large amounts of trash, help with its removal.
- Conserve water.

### **Schedule Timely**

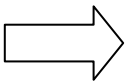
UUSS members and groups help reduce scheduling conflicts by:

- Submitting room requests with as much lead time as possible.
- Being flexible about room assignments.
- Maintaining good communication with the Business Administrator about meeting times, number of expected attendees, and set up needs that cannot be met by the group.
- Informing the office promptly of meeting and group cancellations or changes.

### **Provide Donations**

Whenever UUSS members and friends gather, consider passing an offering bowl or hat for donations. Donations should be identified and turned into the office after your meeting. These donations will be deposited into the Building Use account.

**Please sign to indicate your understanding that, at the end of your meeting, you are responsible to ensure all doors and windows are closed and locked, all lights are off, that the AC/Heat thermostat is set appropriately, and any trash you have is placed in one of the outside waste cans.**



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**Signature and Date**