

NOTE to PROGRAM LEADERS: PLEASE RESERVE AS FAR IN ADVANCE AS POSSIBLE
[A minimum of 1 week's notice is required for staff assistance in set-up.]

UNITARIAN UNIVERSALIST CHURCH of the MONTEREY PENINSULA
CHURCH PROGRAM RESERVATION

PROGRAM: _____

DATE(s): _____ HOURS RESERVED: from _____ am/pm to _____ am/pm
(Including hours for set-up and clean-up)

DAY of the WEEK: _____ PROGRAM HOURS: from _____ am/pm to _____ am/pm

ANTICIPATED ATTENDANCE: ADULTS _____ CHILDREN under 18 _____

PERSON RESERVING: _____ DATE: _____

PERSON IN CHARGE: _____ PHONE: _____
(If different than reserving)

ADDRESS: _____
(If not in Church Directory)

**WHO WILL OPEN, CLOSE, AND BE RESPONSIBLE
FOR BUILDING SECURITY AND CARE?** _____

Confirm that this person has received and read the *Procedure
for Member Use* and has a copy of the *Building Security Checklist* by initialing here.

PLEASE CHECK ONE THAT APPLYS: Meeting Class Activity Worship Special Event Covenant Group

Is this an open meeting? Yes No (do you want it on the UUCMP Website?)

ROOMS TO BE USED:

Main Floor

- FOYER
- SANCTUARY
- KITCHEN
- FRIENDSHIP
- NURSERY
- SUNDECK

Lower Level

- ALCOTT
- BALLOU
- BARTON
- EMERSON
- KING

Equipment Requested

- STEREO CD/CASSETTE PLAYER
- MICROPHONE
- TELEVISION
- VCR
- ELECTRIC PIANO KEYBOARD

DESCRIPTION OF SET-UP REQUIRED:

If Special Event:

CLEAN-UP tasks to plan for:

Take down chairs, tables

IF FOOD is served:

Wash and put away dishes

Identify or carry away leftovers

Wipe tables and counters

Bag trash; box recyclables

Sweep, vacuum, as needed

CHILDCARE? If you require childcare for your event you must notify Jolinda Stephens (Jolinda@redshift.com) at least two weeks in advance.

Include number of children and their ages.

LAUNDRY? _____

For Office Use Only —

RESERVATION CONFIRMED BY: _____ DATE: _____ CALENDARED _____