

# CALENDAR AND ROOM RESERVATION

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*To post information to the church calendar and/or to reserve a room at OUUC, please provide the following information.*

Event/Meeting Name: \_\_\_\_\_

Description (optional – this information will appear on the website calendar):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Group Size \_\_\_\_\_

Is this:

One-time event     Consecutive days     Recurring (if recurring, stop date \_\_\_\_\_)

Date(s) \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_ Amount of time needed for set-up \_\_\_\_\_

Room(s) requested:

- Sanctuary
- Commons
- Classroom 3
- Classroom 4
- Classroom 5
- Classroom 6 – Youth Room
- Nursery (*supervision is required*)
- Kitchen
- Off-site (Please specify \_\_\_\_\_)

*Rooms are assigned on a first-come, first-served basis while taking into consideration group size and suitability of room for activity. Effort will be made to assign the room requested, but cannot be guaranteed due to multiple requests.*

Do you require a key card? \_\_\_\_\_

Equipment requested:

- \_\_\_ Cart 1 with TV/DVD/computer/computer port
- \_\_\_ Cart 2 with TV/DVD/computer port/VHS
- \_\_\_ Projector 1 – fixed projector in sanctuary (a technician is required)
- \_\_\_ Projector 2 – portable (training is required)
- \_\_\_ Sound System (a technician is required)

