

FUUSA Room Reservation

You can type right into this form or print and write on it.

Send or deliver to Alyssa Yeager at FUUSA
office: admin@albanyuu.org
Alyssa will confirm when your room is booked.

EVENT vs. MEETING

An "event" is any gathering:

- a) of more than 25 people OR
- b) which has complex set-up requirements OR
- c) during which people will be coming and going from the church.

A "meeting" does not require elaborate set-up and meals are not served.

Check one: MEETING OR EVENT

Name of meeting/event _____

Day of week _____ Date _____

Time: *If you do not list a set up time, you may not be able to get into your room until the Event Start Time.

Set Up _____ Event Start _____ Event End _____ Finish Clean Up _____

Room(s) requested: NOTE—If you are serving any food, you must request the kitchen. Please specify if you are preparing a full meal or only using the kitchen to lay out food. This is the only way we have a chance to prevent overbooking. Also, if you need the lobby, please indicate.

Room Set Up: The room will be as you find it unless you request set up by a custodian. All users after 3:00 pm Friday must leave the room in the set up required for Sunday morning.

Equipment: Please list below any equipment you will need including microphones, projector, screen, easels, etc.

If this is an EVENT as defined above, you need to get the Event Planning Guide and provide answers to all the questions on page one before this date will be confirmed.

SPONSOR

Person submitting

Date request submitted

Sponsoring committee or organization

We will confirm that your event has been put on the calendar by contacting you at (give us one):

email address

phone number