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)