



Starr King Unitarian Universalist Fellowship

## Fellowship Space Reservation Form

Please complete this form with the below requested information and return to Taphi via email ([admin@starrkingfellowship.org](mailto:admin@starrkingfellowship.org)) or drop in her mailbox at the Fellowship. She will reach out to advise if the requested space and time is available. Once confirmed it will be added to the Master Calendar.

Contact Name: \_\_\_\_\_

Name of Event/Activity/Meeting: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested (please include start and expected end time): \_\_\_\_\_

One Time Event or Recurring? (if recurring, include frequency):

\_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Please check off the space requested below. Please keep in mind your expected attendance when requesting a space. Approximate capacities are in parentheses next to the space name. Please include a mark next to the Kitchen if you expect to need it in addition to your requested space.

\_\_\_\_\_ Green Meeting Room (8)

\_\_\_\_\_ Yellow Conference Room (10)

\_\_\_\_\_ RE Room 1 (20)

\_\_\_\_\_ RE Room 2 (50)

\_\_\_\_\_ Upstairs Foyer (30)

\_\_\_\_\_ Macey Hall (53)

\_\_\_\_\_ Sanctuary (102)

\_\_\_\_\_ Kitchen

Any additional needs? (Equipment, etc):

\_\_\_\_\_