



Unitarian Universalists San Luis Obispo
2201 Lawton Ave, San Luis Obispo, CA 93401
Phone 805-439-0188 Email: office.uuslo@gmail.com

**** Calendaring Request ****

To **schedule an event or meeting**, please provide the following information:

Today's Date: _____ Group Name: _____

Event Name: _____

Event Date(s): _____ Event Start Time: _____

Check here if meeting is NOT open (will not appear in *News and Notes* Calendar): _____

Contact Name(s): _____ or _____

Phone: _____ Email: _____

Special Information: _____

Will you need Child Care? YES ___ NO ___

IF YES you will need to arrange a Child Care Provider by contacting our DRE at dre.uuslo@gmail.com at least one week prior of your event.

**** Facility Request ****

To **reserve a room** in the facility, please ALSO provide this information:

Set Up Time: _____ End Time: _____ (Include time needed for clean-up.)

Number attending: _____

Room(s) Requested:

Sanctuary ___ Social Hall ___ Library ___ RE Meeting Room ___ ***ZOOM** ___

(NOTE: Use of the RE Meeting Room will need the approval of the DRE. Kitchen use is shared and available to all. The Kitchen cannot be exclusively reserved with this form - contact the Administrator if you need JUST the kitchen.)

+ The Administrator will contact you with the details for using the congregation ZOOM space.

===== **Office Use** =====

Confirmed to Requester: _____ -- _____ Entered on Calendar: _____
(Date) -- (Method)

Comments: _____

