

Use of Space Request Form for Committees
Unitarian Universalist Fellowship, Port Charlotte, FL

Date of request (today's date) _____

Person requesting _____

Person responsible for securing the building: opening / closing

_____ Phone _____

(Contact Bill Wharton for a key / fob, 941-629-8550 or
email: char-bill@embarqmail.com)

On-Behalf of what group _____

Which area:

Sanctuary _____ Porch (Adult RE) _____

Fellowship Hall _____ Porch (Child RE) _____

Date of use _____ Day of the week _____

Time of use : Start _____ End: _____

Name and Description of Activity – (Two or three sentences are helpful.)

Do you want this information included in the Outlook (Newsletter)?

Yes / No

Please submit this form to the Office Assistant, Melanie Blais, as soon as possible. Email: office@uufcc.org

Form created 11/11/12