

FACILITY USE REQUEST FORM

Unitarian Universalist Church of Ft. Myers
13411 Shire Lane, Ft. Myers, FL 33912-1824
Phone: (239) 561-2700, Fax: (239) 561-1172, e-mail: uuchurch@uucfm.org

Date(s) Requested _____ Type of Event _____

Room(s) Requested: _____
(see fee schedule for room choices & costs)

Time(s) Requested (include set-up and clean-up time) :

Equipment Requested (see fee schedule for equipment availability; check all that apply)

#Chairs _____ #Tables _____

TV/DVD Easel Piano Organ Sound System Video Screen

Services Requested (see fee schedule for applicable service fees; indicate the times needed for each)

Custodian _____ Sound Technician _____

Pianist/Organist _____ Minister _____

Total Fees Quoted:

Building Fees _____ Service Fees _____

Refundable Security & Key Deposit Fees _____

Contact Information:

Responsible Party Name: _____ Name of Organization: _____

E-mail: _____ Daytime Phone _____ Cell Phone: _____

Address: _____ City: _____ State ____ Zip _____

By signing this application renter is requesting a reservation to be made according the above information. Upon confirming availability of space and services requested, requesting user agrees to pay the security deposit and complete a Lease Agreement with the Unitarian Universalist Church of Ft. Myers.

Responsible Party _____ Administrator _____
(sign & date) (sign & date)

