

FACILITY USE REQUEST FORM

Forms can be mailed to the Unitarian Universalist Congregation of Castine, Building Coordinator, P.O. Box 520, 86 Court Street, Castine, Maine 04421

DATE OF EVENT _____

TIME OF EVENT _____ TO _____

NAME OF EVENT _____

SPONSORING ORGANIZATION (IF ANY) _____

PRIMARY CONTACT _____

Phone number _____

Cell phone _____

Email address _____

_____ Member of Congregation?

_____ USE OF BOTH MEETING HOUSE AND PARISH HOUSE

Services required:

_____ Minister

_____ Organist/pianist

_____ Sexton (bell ringing, vacuuming, cleaning, snow

removal, etc.)

_____ USE OF PARISH HOUSE ONLY

_____ USE OF PARISH HOUSE WITH KITCHEN

Services required:

_____ Minister

_____ Organist/pianist

_____ Sexton

Request received by Building Coordinator _____

Request approved _____

Posted on congregation calendar in Parish House and on website _____