

Request for Use of Urbana-Champaign Friends Meetinghouse
1904 East Main Street, Urbana, IL 61802

To request use of the meetinghouse for special events/classes/meetings, first check the availability of your desired date(s) with Sandy Bales, Building Use Coordinator, 217-367-5784 or sbales@illinois.edu. Then complete this form and return it to Sandy. She can help you if you have questions. If your request is approved, Sandy will contact you to make the necessary arrangements for your event. Thank you for your interest.

Today's date: _____ Your name: _____

Preferred method of contact: Phone E-mail Best time to reach you: _____

Please provide both, if available: phone: _____ email: _____

Are you a member/attender of Urbana-Champaign Friends Meeting? Yes No

Request is for: One time only Weekly Monthly Other (describe) _____

Date(s) requested for use: _____ Hours (from-to) _____

Space desired: Meeting room Commons Area

Kitchen

Type of event: Worship Wedding Lecture Meeting Class Other _____

Purpose (if not worship or wedding): _____

Estimated number of attendees: _____

Is the requesting party: a not-for-profit entity? a for-profit entity? Other (please explain) _____

Name and address of above: _____

Are you the person organizing the event/class/meeting? Yes No

If NO, please give name, address, and phone number of person in charge: _____

How will this event be promoted? _____

(Please attach or forward a copy of any press release, flyer, program, brochure, sign or other notices.)

Will attendees be: charged a fee or asked to donate for the event? YES (amount): _____ NO

Do you have liability insurance coverage that would apply during your use of the meetinghouse? If not, a larger security deposit will be required. Please describe your insurance coverage below and plan to provide a certificate of insurance naming Urbana-Champaign Friends Meeting as a co-insured during the date(s) and hours of use. This can be obtained from your insurance agent and must be provided to Sandy on or before the following date: _____.

