**TOWSON UNITARIAN UNIVERSALIST CHURCH (IN-HOUSE USE OF SPACE RECORD)**

|  |  |
| --- | --- |
| GROUP SPONSOR: | DATE: |
| GROUP LEADER: | PHONE: |
| ADDRESS: | CITY, ST, ZIP |
| EMAIL: | CHILD CARE NEEDED? |
| **OTHERS RESPONSIBLE FOR THE EVENT:** |
| NAME: | PHONE: | EMAIL: |
| NAME: | PHONE: | EMAIL: |
| NAME: | PHONE: | EMAIL: |
|  |
| **PURPOSE OF USE (CLASS, MEETING OR EVENT NAME):** |
| DATE OF EVENT | SET UP TIME | EVENT START & END TIMES | CLEAN UP ENDS |
|  |  |  |  |
|  |  |  |  |
| **COST OF RENTAL TIME INCLUDES SET UP TIME THROUGH CLEAN UP TIME OF EVENT.** | **TOTAL NUMBER OF HOURS RENTED.** |  |
| **AUDIO VISUAL NEEDS:** | POWERPOINT PRESENTATION | MUSIC | MIC | ZOOM FEED | ZOOM RECORDING |
|  |
| **BUILDING AND/OR LAND AREAS REQUESTED:** | **DO YOU ALREADY HAVE ACCESS TO THE BUILDING?** |
| NUMBER OF PEOPLE EXPECTED:  | IS EVENT OPEN TO THE PUBLIC?  | YES | NO |
| SERVING ALCOHOL? | YES | NO | IF YES, COPY OF LICENSE(S) ATTACHED: |
| IS THERE AN ADMISSION CHARGE? | YES  | NO | COUNCIL APPROVAL ATTACHED: |
| PERCENTAGE BENEFITTING CHARITY?   | PERCENTAGE BENEFITTING TUUC? |
| NAME OF CHARITY: |
| **SIGNATURE:** | **DATE:** |
|  |  |
| **OFFICE USE ONLY:** |
|  | INSURANCE NEEDED? |

|  |
| --- |
| **Please add a short description of the class or event for promotional use. Thanks!** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**How to Publicize Your TUUC Event?**

When an event is planned, the organizers may want to send information for promotion to the list below – the earlier the better! The more lead time you have, the better the results. Reminder (it seems obvious, but it’s easy to forget one or more details): include a description of the event that makes the appropriate audience clear (“anyone interested in current events” or “seniors” or “singles” or “the whole family”), the date and day of the week, time of start and finish, location with exact address, cost if any for adults and children (by age), phone number or website for more information. If tickets are sold, explain how they can purchase them -- in advance online, from a ticket outlet or at the door.

Here are the TUUC stalwarts who can help you get the word out:

o   Website – Kai Aiyetoro: churchoffice@towsonuuc.org

o   Social Media – Philip Browne: news@towsonuuc.org

o   TUUC Threshold – Philip Browne: news@towsonuuc.org

o   Sunday slide presentation – Kai Aiyetoro: churchoffice@towsonuuc.org

o   TUUC Bulletin Board: bulletinboard@towsonuuc.org

o   Outside promotion:

-- Baltimore Sun events calendar (which is electronically shared with Towson Times and other related sites); it requires a sign-in and can be somewhat clunky:

<http://events.baltimoresun.com/events/new>

-- WBJC free public service announcements:

<http://www.wbjc.com/public-service-announcements/>

-- City Paper events calendar:

<http://events.citypaper.com/events/new>