Eno River Unitarian Universalist Fellowship
4907 Garrett Rd., Durham NC 27707
PH: 919-489-2575 FX: 919-489-9149
office@eruuf.org

Room Reservation Questionnaire

Today's Date _____
Contact Name _____
Company/Group Name _____
Address _____
_____
Phone _____ Phone _____
Email _____

What Type of Event?	This Group or Individual is a:
☐ Meeting	☐ All Congregation Activity
☐ Workshop/Speaker	☐ ERUUF committee or group
☐ Fundraiser	☐ 12-Step Group
☐ Life Event	☐ 501(c)3 Non-Profit or qualified religious organization
☐ Concert/Music	☐ Member or Contributing Friend
	☐ Non-member Individual
	☐ For-Profit Retail Company

Establish Fee for Event	☐ Set Admission Price	☐ Donation	☐ No Fee
Room Code or PKG #	- list first two choices	1)_____	2)_____

One Time or Ongoing Use?		
☐ **One Time Only**	☐ **Ongoing**	
Event Date _____/_____/_____	Start Date____/____/____	End Date ____/____/____
Start Time _____ AM PM	Start Time _____ AM PM	End Time_____ AM PM
End Time _____ AM PM	☐ once weekly	☐ twice weekly
	☐ once monthly	☐ twice monthly
	☐ Other M TU W TH F SA SUN	

Do You Need Sound?	☐ **YES**	☐ **NO**
Do You Need A Key?	☐ **YES**	☐ **NO**
Will You Serve Alcohol?	☐ **YES**	☐ **NO**

FOR OFFICE USE ONLY
INFORMATION TAKEN BY _____ AVAILABILITY CONFIRMED: YES NO
CUSTOMER CONTACTED: DATE _____ BY ☐ PHONE ☐ EMAIL
CONTRACT SENT: DATE _____ BY ☐ MAIL ☐ EMAIL
SIGNED CONTRACT RETURNED: DATE: DEPOSIT FEE INCLUDED: YES NO
KEY ISSUED: DATE KEY RETURNED: DATE SOUND WILL BE RUN BY _____