

First Unitarian Society of Westchester

A member of the Unitarian Universalist Association

Rev. Peggy Clarke
25 Old Jackson Avenue
Hastings-on-Hudson, NY 10706-3227
(914) 478-2710

FUSW SPACE USAGE – EVENT REQUEST NON-RENTALS

DATE of the Event _____

Name of the Event _____

Total time on premises: From _____ (AM)(PM) to _____ (AM)(PM)
(Time on premises commences with first arrival for advance preparation and ends with final departure)

Name, address and telephone of the USER

NAME _____

PHONE NUMBER - CELL _____

EMAIL ADDRESS _____

Description of event:

Name of participating or sponsoring committee _____

Expected number of attendees _____

Room(s) to be used ("the premises"): ☐ Main Meeting Room ☐ Kitchen ☐ Other Room # _____

Indicate if meeting room furniture is to be removed for the event: ☐ pulpit ☐ pulpit chairs ☐ candlesticks & table
☐ stained glass panel ☐ nothing needs be removed

WHO HAS KEY FOR ACCESS?

WHO HAS RESPONSIBILITY FOR

CLOSING & LOCKING UP?

CLEAN UP PERSON

(See directions on next page)

EVENT CLEAN UP

1. Do not leave garbage in the building. Put all trash and garbage in the sheds, which are located on the driveway exit. Be sure to tie the trash securely and secure the lids of the garbage shed.
2. Clean off the counter tops and straighten up the kitchen area.
3. Make sure all parts of the coffee pots are clean and reassembled. Put all coffee pots on counter with their plugs.
4. Put tables back where you found them. If lights in Main room are adjusted, please return to original position.
5. Vacuum rugs, especially the Main Meeting Room. (The vacuum is located in the meeting room closet)
6. Don't touch the thermostat. It is computerized and pre-set for your rental time.
7. Close all windows and push latches down tight, including bathroom.
8. Lock all doors. Turn off the lights in the lobby, kitchen, restrooms and main rooms. Leave on the lights in the hall by the coat rack and two lights by the hall exit sign. (The switches for the other lights are in the hall across from the phone.)
9. If using the room on Sunday after Service, or any time other than Saturday night before the service, stack the chairs on the rolling dollies (7 chairs high) or under the windows (only stack 2 chairs high)
10. Do not put anything on the piano or on the piano cover (drinks, plants, flowers etc. Anything containing any kind of liquid this has the potential to spill!) The piano and cover are new.