

**Olympia Brown UU Church**  
**Meeting Space Reservation Procedure**  
**March 2022**

Committees and other groups may make a reservation to use the church building according to the Guidelines currently in place per our COVID Reopening policy.

Step 1: Review the church calendar (<https://obuuc.org/join-us/church-calendar/>) for availability of the date you are hoping to reserve. Check all dates if your meeting will occur more than once.

Step 2: Review the COVID Policy for Building Use for Meetings at This Link: <https://obuuc.org/wp-content/uploads/PDFs/OBUUC-Reopening-Phases-Procedures-for-Small-Groups.pdf>

Step 3: Contact the office ([churchoffice@obuuc.org](mailto:churchoffice@obuuc.org)) with your date request and to request the building use form to complete and return.

Step 4: If Request is approved, arrangements will be made to obtain/return the key and other information needed for your meeting (check-in list for your meeting, supplies, cleanup, building closure).

Any questions you have may be directed to the Congregational Administrator, Brenda Trumbauer:

[churchoffice@obuuc.org](mailto:churchoffice@obuuc.org)

262/634-0659 – be sure to leave a message so you may receive a return call.