

Cedars Center Reservation Form

Instructions:

1. Host completes and submits form to schedule the Cedars Center.
2. Office to confirm availability of room via email.
3. Host must attend meeting.
4. Guests should be vax verified; medical exemptions can attend with pre-approved alternatives (Host submits to and gets pre-approval from the Board).
5. All guests must be signed in and out and answer all questions on COVID Safety Form; form is given to Carolyn Kerns, Office Administrator.
6. Cedars Center must be cleaned, sanitized after meeting or use; cleaning supplies are in the kitchen.
7. Please return furniture to the layout it was in before meeting.

Please complete all the information below and email to office@cedarsuuchurch.org.

Host First & Last Name: _____ Date of Request: _____

Phone: _____ Email: _____

Meeting Name: _____ Date of Meeting: _____

Name of Committee, group or other : _____

Number of attendees (maximum is 10): ____ [] I agree to complete & submit a COVID Safety

Form

CHECK ONE:

[] I verify all guests are vaccinated or

[] I have a safe solution for medical exempt to attend this meeting with alternative options (pre-approved by Cedars Board). Board Approval Date _____

REMINDER:

Wear a mask for optimum protection.

Physically distanced seating.

Crack a window and leave doors in/out of rooms open.

Turn on air purifier in room.

TO RESERVE THE CEDARS CENTER, email this form to office@cedarsuuchurch.org