



Congregant Space Use Form

All Souls Church, Unitarian
 1500 Harvard Street NW, Washington, DC 20009
 Phone: 202-332-5266 Fax: 202-332-8968

Contact: Alicia J. Dixon (Ext. 109 & adixon@allsouls.ws)

Contact Person: _____ Date Requested: _____

Date(s) of function: _____

Preferred spaces: 1st choice _____ 2nd choice _____ 3rd choice _____

Set-up: from _____ to _____ Event: from _____ to _____ Clean-up: from _____ to _____

Name of function: _____ Type of function: _____

Number expected: _____ Name of committee/group: _____

Phone: home _____ cell: _____ work: _____

Fax: _____ E-mail: _____

Space	Capacity			Location	Size
	Standing	Chairs only	Tables & chairs		
Sanctuary	900 (pew seating)			1 st	59' X 78'
Pierce Hall*	250	200	150	1 st	40' X 60'
Library	25		12*	1 st	14' X 31'
Reception Room	15		8*	1 st	15' X 18'
Eaton Room	75	60		2 nd	22' X 38'
Longfellow Room	65	50		2 nd	16' X 42'
Tupper Room	50	35		2 nd	15' X 30'
Dining Room†	125	100	80	Lower	39' X 47'
Spirit Room†	25 (10 on sofas & 15 in chairs)			Lower	19' X 62'
Children's Chapel†	75	60		Lower	25' x 37'
Gym †	200	150		Lower	34' X 61'
Hamele 1†	15 (12 on sofas and 3 in chairs)			Lower	26' X 16'
Hamele 3†	75	60		Lower	22' X 30'
Courtyard	100	75	35	Inner	33' X 67'
Terrace	300	250	200	Outer	46' X 76'

*Pierce Hall has no A/C; Library and Reception Rooms have conference tables
 †Religious Education spaces are reserved all day on Sundays

Equipment (please check items needed)	
Laptop	<input type="checkbox"/>
TV	<input type="checkbox"/>
DVD player	<input type="checkbox"/>
VCR	<input type="checkbox"/>
LCD projector	<input type="checkbox"/>
Screen	<input type="checkbox"/>
Overhead projector	<input type="checkbox"/>
CD player	<input type="checkbox"/>
Easel (flip chart)	<input type="checkbox"/>
Easel (art)	<input type="checkbox"/>
*Microphone	<input type="checkbox"/>
*Podium	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

* Microphones only available in the Sanctuary and Pierce Hall;
 Podium only available for rooms that are located on the 1st floor

Please feel free to write set-up instructions and other information on the back of this form.