

UNIVERSITY CHURCH OF CHRIST
BUILDING USE REQUEST FORM for MEMBERS

Date of function: _____ Time it begins: _____

Time in and out to include set up and clean up: _____

Name of group: _____

Purpose of function: _____

Room(s) requested: _____

Number of people expected (approximate): _____

Furniture requested: _____

***(UCC does NOT provide DVD players, VCRs, projectors, computers, easels, etc.)**

Sound system required: _____ Yes _____ No

Contact person: _____

Address: _____

Daytime phone numbers: _____

Cell: _____ E-mail _____

INITIAL EACH ITEM LISTED and SIGN THIS FORM ON PAGE 2.

_____ **PLEASE NOTE:** I understand the building will open at 8:00 am Monday through Friday and that no event will be scheduled in the main auditorium on Saturdays, except for a member's wedding. **The building will NOT be available before 8:00 am Monday through Friday.**

_____ I understand my reservation is not confirmed until the **deposit** (if applicable) and/or all fees have been paid and this **form** is approved by the office. Fees must be paid 30 days prior to the event or the event will be removed from the calendar.

_____ **I understand I am responsible for cleaning the areas of the building I am requesting to use.** This includes sweeping, mopping, and cleaning tables, counter tops, stoves, ovens, etc. Be sure all large appliances and fans are off and small appliances are unplugged. Cleaning also includes removing all decorations, flowers, balloons, signs, food from the floor, etc., checking restrooms for cleanliness, bagging all garbage, and carrying it to the dumpster. (If the area is not clean, you will be charged for the extra cleaning.)

_____ **I understand I am responsible for returning to their original location any chairs, tables, etc. I move for my event.** I understand UCC does NOT provide DVD players, a copy machine, VCRs, projectors, computers, easels, etc.

_____ I understand no alcohol, tobacco, controlled substances, or animals are allowed on church property. (Certain animals may be allowed, but only with prior approval.)

_____ I understand I am responsible for the conduct of my guests and/or program participants, caterers, entertainers, etc.

_____ I understand I am responsible for the cost of repairs of any damage to the building or grounds caused by anyone associated with my event.

_____ I understand if I intend to use anything from the Women's Closet I must make those arrangements during regular office hours prior to my event.

_____ I understand if I am borrowing a key for this event, I am responsible for unlocking the building for the event and **for locking the building following the event.** I further understand I must check out the key during regular office hours prior to the event and return it during regular office hours following the event.

Member's signature

Date

For office use only:

Fees quoted: _____ Fees paid: _____

Damages assessed: _____ Damage fees paid: _____

Areas used left clean: _____ Yes _____ No If no, details _____

Employee: _____

Form may be faxed to University Church at 553-0007.