

UNIVERSITY CHURCH OF CHRIST
 1555 E. UNIVERSITY AVENUE, LAS CRUCES, NM 88001 505-522-6707
Reservation Request Form
MEMBERS

Event Type/Title: _____

Event Starting Date/Time: _____
Month/Day/Year Day of the Week Time

Event Ending Date/Time: _____
Month/Day/Year Day of the Week Time

Rehearsal Starting Date/Time: _____
Month/Day/Year Day of the Week Time

Rehearsal Ending Date/Time: _____
Month/Day/Year Day of the Week Time

Contact Person: _____

Phone: _____ Cell Phone: _____

E-mail: _____

Billing Address: _____

<p>Who have you spoken with at UCC?</p> <p><input type="checkbox"/> Greg Bowles</p> <p><input type="checkbox"/> David Harrelson</p> <p><input type="checkbox"/> Monte Womble</p> <p><input type="checkbox"/> John Bryan</p> <p><input type="checkbox"/> Shirley Thompson</p>

If wedding, who will perform the ceremony? _____

Cost of Facilities			Cost
Activity Center/Gym	0-5 hours	\$ 100	_____
	1 day	\$ 200	_____
	2-3 days	\$ 500	_____
Auditorium	\$ 50		_____
Fellowship Hall	\$ 25		_____

(There is no charge for any other rooms used--please pick up trash)

Services and Fees	Janitorial Clean up	*Self Clean up	
Activity Center/Gym	\$ 150	\$50	_____
Auditorium	\$ 150	\$50	_____

**\$50 is paid to the Janitor for their time and extra work that is required*

Sound/video Projection:

Activity Center/Gym	\$75 + \$10 additional after 4 hrs	_____
Auditorium	\$75 + \$10 additional after 4 hrs	_____
Total	(Date received _____) amount	_____

Separate check for Key deposit and possible site damage \$250.00
(Date received) _____ **Date (refunded)** _____

I have read all policies and take full responsibility (initials) _____

Office use only:
 Date application received: _____ Date application approved: _____

Policy for Building Usage

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The Church reserves the right to cancel bookings or refuse future use of facilities for violations of any of these policies.

Policies that must be followed using the Worship Center or Activity Center:

1. Must fill out building usage form; it will be reviewed and either approved or disapproved by the following Wednesday before 12:00 noon.
2. All fees and deposits (based on facilities requested) must be paid in advance in order to get the reservation on the calendar. (Checks made out to University Church of Christ.)
3. You may arrange to pick up a key (if needed); there is a \$50 key deposit, refundable once the key is returned. Members sign a list and will be contacted if the key is not returned. Please do not leave the building unattended and unlocked at any time.
4. It is your responsibility to leave the facilities exactly as you found them, moving tables and chairs back to their proper places, and leaving things as you found them. **DO NOT DRAG TABLES ON CARPET OR FLOORS.** It will leave marks that are very difficult to remove. Please remove any decorations from your event (posters, flowers, candles etc..) before the next day.
5. **NO ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED IN OR AROUND THE FACILITIES.**
6. No smoking is allowed in any facility
7. You may use any silverware and other dishes in both kitchens, however, please bring your own dishtowels, dishcloths and ice. Please leave the kitchen clean.
8. The church will not provide personnel to assist in arranging furniture; if tables, chairs, etc, are re-arranged they must be returned to original setting at the end of the event, unless specified.
9. No nails, tape, pins, tacky putty, staples or any other damaging materials will be used on the furniture or walls of the facilities without prior approval.
10. All rules and fees are subject to change with approval of the staff. Notice will be provided.
11. If you have children here at the building, they are your responsibility. They should remain with adults and supervised at all times. There is to be no running in the building as this could result in someone being critically injured. They are not to go through the classrooms or get into the supplies. If you can't keep them with you, fully supervised, then please make arrangements for their care away from the building.
12. The Church is not responsible or liable for articles lost, stolen or damaged, or for personal injuries sustained on the premises.

Additional policies for special events such as weddings, concerts, drama productions, banquets...

Weddings:

1. Serving food in the auditorium is not allowed; serving food on the rest of the premises is permissible, with the understanding that the facilities are left clean.
2. Candles are to be spring-loaded, dripless, metal candles or candles in votive cups that protect the carpet and furniture. Several times the candle wax has been spilled on the carpet, so please have a plastic drop cloth underneath all candles.
3. No rice or birdseed is to be thrown inside the building. No rice outside, but birdseed is okay.
4. For those using UCC staff members, please notify the church office and staff members at least three months in advance. Four to six weeks of premarital counseling will be required, and must be completed at least two weeks prior to the wedding date.
5. Please remove all decorative items from the auditorium immediately after the wedding; do not depend on the Janitor to remove them. It is your responsibility to take down all decorations or lose your \$200 deposit

Concerts, Special Events, Drama productions:

1. You must provide the manpower to set up for and take down for the concert, event or drama production and the loading and unloading of equipment.
2. You must provide the manpower to set up the stage and provide **security** for the concert, event or drama production.
3. Special areas to be used, (Dressing Rooms, Kitchen, etc.) must be designated on the building usage forms.
4. Please include a "Certificate of Liability" in the amount of \$1,000,000.00 with your signed contract. If your insurance does not meet our guidelines you will be notified and you will be required to purchase insurance through the church. *(This is comprehensive general liability insurance in the amount of 1 million dollars—single limit for bodily injury and property damage).*
5. **NO ACOHOLIC BEVERAGES ARE PERMITTED ON THE UCC CAMPUS.** Again, you are responsible to provide **security** for your event.

Banquets:

1. Please keep kitchen equipment and floors clean.
2. You must provide the manpower to set up for and take down for the banquet (set up chairs and tables).
3. You must provide any table decorations or table cloths and remove them after you are finished.
4. Please be sure to sweep the floors and pick up all trash after you are finished.

I have read all the policies and filled out the building usage forms and I agree to abide by the guidelines set forth in this document:

Signed: _____ Date: _____

Wedding Clean up for Worship Center

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Check List: For Members Only

1. Vacuuming

- Auditorium
- Fellowship and Kitchen, if used (okay to sweep Kitchen)
- Classrooms used by kids or bride party—straighten up rooms
- Hallways, if tracked up
- Foyer

2. Restrooms

- Sweep floors
- Wipe off counters and sinks
- Clean mirror of spots
- Replace toilet paper if used up
- Replace hand towels if used up or low

(Extra toilet paper and hand towels will be left under counters)

3. Trash—gather all trash in:

- Auditorium
- Fellowship hall and Kitchen, replace trash bags in containers
- Classrooms used, replace trash bags
- Restrooms, replace trash bags
- Take all trash out to the dumpster

(Extra trash bags will be in kitchen by phone)

4. Clean up all spills (including kitchen floor, if used)
5. Remove all wedding decorations
6. Return all furniture in auditorium to proper place
7. Return all furniture in foyer to proper place
8. Return all tables and chairs to proper place

9. Turn off all lights in:

- Auditorium
- Classroom
- Restrooms
- Fellowship Hall
- Kitchen
- Outside

WHEN LEAVING:

10. Turn off all thermostats for heating and cooling

11. Lock all doors

12. If using the ACTIVITY CENTER, lock all doors, TURN ON ALARM with your code and EXIT BY BACK DOOR IMMEDIATELY!

All the cleaning must be inspected before monies can be refunded. Please specify a time (BEFORE SUNDAY) you will be ready for the janitor to come by and inspect. Keep in mind that it take 3-6 hours for 1 to 2 people to clean the building.

Date: _____ Time: _____

Thank you for your cooperation: