

Reservation Request Form NON-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 (You): _____

Phone: _____ Cell Phone: _____

E-mail: _____

Billing Address: _____

Who have you spoken with at UCC?

Greg Bowles

David Harrelson

Monte Womble

John Bryan

Shirley Thompson

If wedding, who will perform the ceremony? _____

Cost of Facilities	Cost
Activity Center/Gym: 0-5 hours	\$ 300 _____
1 day	\$ 500 _____
2-3 days	\$ 750 _____
Auditorium	\$ 100 _____
Fellowship Hall	\$ 50 _____
Special rooms (per room)	\$ 25 (no charge for wedding) _____

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

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

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: _____

WHEN LEAVING:

5. Turn off all thermostats for heating and cooling.
6. Lock all doors.

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