
University City Church of Christ

Facility Request Form

This church facility is not for public use or on-demand rental. Non-member functions are limited and subject to date availability and are at the discretion of the church staff and leaders. The approval process may take up to seven week days. All usages must be smoking and alcohol free.

Request Submitted by: _____ Date: _____

Contact Phone: _____

EVENT INFORMATION:

This event will be held in the following room(s). Please check all that apply.

_____ Worship Center Fellowship Hall	_____ Family Life Center Gymnasium (max 500)
_____ Worship Center Auditorium (max 500)	_____ Family Life Center Kitchen / Dining Room
_____ Worship Center Classroom/Nursery (room # _____)	_____ Family Life Center Conference Room
_____ Worship Center Foyer	_____ Family Life Center Classroom (room # _____)

Type of Event: _____

Date of Event: _____

Time and Duration of Event: _____

Curfew of all non-UCCC events is 10:00 p.m.

UCCC USER RESPONSIBILITIES:

As a member of the University City Church of Christ, I am responsible for returning the facility to its original condition at the conclusion of my event. All tables and chairs will be returned to the appropriate storage areas, trash cans will be emptied and liners replaced, floors will be vacuumed and/or mopped in each room utilized, all lights will be turned off, A/C will be returned to it's programmed status and the building will be secured prior to my departure.

UCCC MEMBER PRIVATE USAGE FEES AND DEPOSITS:

I understand that for a private use of the facilities, a \$100 usage fee and a \$100 cleaning deposit are required at the time this request is approved and the \$100 deposit will be refunded to me if the facilities are returned to their proper condition.

For reoccurring and long-term uses, if the facilities are not taken care of properly or returned to their pre-activity condition, I forfeit my cleaning deposit for the first offense, and forfeit my usage privilege upon the second offense.

Signature of UCCC member

Date

NON-UCCC MEMBER USAGE FEES:

The following usage fees apply to non-UCCC members' events.

Worship Center Fellowship Hall — \$150

Family Life Center Gymnasium — \$650

Worship Center Auditorium — \$450

Family Life Center Kitchen / Dining Room — \$375

Family Life Center Conference Room — \$250

Family Life Center Classroom — \$250

Main Building Combination — \$750

Family Life Center Combination — \$825

Janitorial — \$100 (per room)

A/V Technician — \$125

UCCC MEMBER-SPONSOR RESPONSIBILITIES:

A UCCC member-sponsor is required when the event host/facilitator is not a member of the University City Church of Christ. The UCCC member-sponsor is responsible for the following:

The primary source of contact for any information or questions pertaining to the event.

Attend the event

A/C Programming (pre and post event)

Notifying janitor of services needed

Recruiting A/V Technician (a UCCC technician is required for any events utilizing the PA system)

Moving furniture prior to and following the event (furniture may not leave the property)

Obtaining keys and security codes for entry/exit

Opening the facilities prior to the event

Removing trash (inside and outside)

Returning facilities to pre-activity status

Securing the facilities at the conclusion of the event

FEES AND DEPOSITS:

I understand that a deposit (minimum 25%) is required upon approval of my application and that my reservation will not be guaranteed until payment is received in full. Should my event need to be cancelled (for any reason), I know that I will receive a full refund of my payment(s) within a reasonable period of time following my cancellation.

Signature of non-UCCC Member

Date

Signature of UCCC Member-Sponsor

Date