



FACILITY REQUEST FORM

REQUEST SUBMITTED BY

NAME: _____ PHONE: _____

EVENT INFORMATION

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

- | | | |
|--------------------------|---|--|
| UCCC
Main
Building | <input type="checkbox"/> Fellowship Hall (<50 seating capacity) | <input type="checkbox"/> Auditorium (maximum seating capacity of 500) |
| | <input type="checkbox"/> Fellowship Hall (51-100 seating capacity) | <input type="checkbox"/> Classroom / Nursery |
| Family
Life
Center | <input type="checkbox"/> Gymnasium (maximum seating capacity 400) | <input type="checkbox"/> Conference Room (maximum seating capacity 10) |
| | <input type="checkbox"/> Kitchen / Dining Room (<60 seating capacity) | <input type="checkbox"/> Classroom (average seating capacity 75) |

Please check the appropriate boxes to adequately summarize your event.

UCCC Groups

- Gators for Christ
- Ladies Program
- Lads-to-Leaders
- LIFE Group Unit
- M.O.P.S.
- UCLIGHTS
- Young Families
- Young Professionals

UCCC Events

- Baby Shower
- Bible Study
- Bridal Shower
- Family Party
- Luncheon / Banquet
- Meeting / Planning Session
- Wedding
- Other: _____

The frequency of this event is:

- One Time
- Monthly
- Weekly
- Quarterly

Some events require preparation and/or set-up time. How much time will you need for your event?

- Less than 2 hours 2 – 4 hours 4 – 10 hours 24 hours

This event will be held on:

Please check all that apply.

- SUN MON TUE WED THU FRI SAT

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

JANITORIAL 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 in each room utilized; all lights will be turned off and the building will be secured prior to my departure.

SIGNATURE OF UCCC MEMBER

DATE

**** Non-UCCC members/events are required to have a member-sponsor and MUST complete the back of this form.****

NON-UCCC MEMBER USAGE FEES

The following usage fees apply to non-UCCC members/events. (All pricing is based on a 3-hour occupancy.)

Auditorium – \$450	Fellowship Hall – \$150	FLC Gymnasium – \$650	FLC Kitchen/Dining Room – \$375
Janitorial – \$100 (per room)	A/V Technician – \$125	FLC Classroom – \$250	FLC Conference Room – \$250
Main Building Combination – \$750		Family Life Center Combination – \$825	

UCCC MEMBER-SPONSOR

I have contacted _____ who has agreed to serve as the UCCC member-sponsor for my event. Once this request has been submitted, I understand that the UCCC member-sponsor will become my primary source of contact for any information or questions pertaining to my event.

JANITORIAL RESPONSIBILITIES

I will assist the UCCC member-sponsor in returning the facilities to its original condition at the conclusion of my event. All tables and chairs are will be returned to the appropriate storage areas; trash cans will be emptied and liners replaced; floors will be vacuumed in each room utilized; all lights will be turned off and the building secured prior to my departure. I understand that if the building is returned to its proper condition \$50 of my payment is refundable.

PAYMENT

I understand a deposit (minimum 25%) is required at the time this request is submitted 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

DATE

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:

- Attending event
- A/C Programming
- 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 & outside)
- Securing the building at the conclusion of the event

SIGNATURE OF UCCC MEMBER-SPONSOR

DATE

For office use only:

Amount of deposit: 25% 50% 100% Other \$ _____ .00

Remaining balance received on: ____ / ____ / ____.