

**FACILITY USE REQUEST AND RESERVATION FORM
FOR UCC SPONSORED MEETINGS OR EVENTS**

Approved by UCC Management Team Effective 2/1/05

This form is used only for UCC Ministry and UCC sponsored events. Ministry leaders are to fill out a form once a year in June to set their request for the coming fiscal year.

*It is not necessary to fill out a form for one-time uses as this may be done via an email to the church office Administrative Associate. Please check first with the church office to see if the date of your proposed meeting(s) or event is available for the room(s) you prefer. Turn in the request form to the Church Office, so that the calendar can be noted with your request. Note: **An alternate room may be assigned to you, based on other needs or requests and the best use of each space.***

UCC sponsored recurring events may book & reserve the Multi-Purpose Room for up to two Fridays or two Saturdays per month. The UCC worship team is excepted from this policy. Once reserved, the UCC sponsored event or ministry meeting will not be asked to change or give up their up-to-twice monthly MPR Friday/Saturday space for any other special event requests, with the exception of for memorial services.

If the MPR has not been pre-scheduled for a Friday or Saturday event time slot, and a UCC group would like to use it for that open time, they may do so by advising the church office by Wednesday or later of that same week (even if this last minute extra usage by that group would mean more than twice that month). This is to allow last minute bookings of open space.

The purpose of this policy is to ensure there are time slots available for weddings, memorials and other special one-time events, which feasibly can only be held in the MPR on Fridays or Saturdays as well as for UCC ministry events.

See UCC Facility Use policy.

UCC Facility Use Request Form

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| Name of person responsible for this event: | Business: Cell: E-mail: |
| Description of activity or event: | |
| Estimated number of persons to attend: | |
| Do you request use of child care facilities? What age group (Nursery, preschool, or elementary) & for how many children? | |
| Requested day and date of event: Requested time of actual event: | |
| Requested time for access to set up: | |
| End time including clean up time (normally allow minimum 1 hour after event ends) | |
| Will the event be a recurring event? If so, indicate for how many weeks or months or if ongoing indefinitely until the office is notified otherwise | <input type="checkbox"/> Yes, the event will be recurring <input type="checkbox"/> Continuous for ___ week/months <input type="checkbox"/> Continuous indefinitely Other information: _____ |

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| <p>Room(s) Requested. Indicate all that are being requested:</p> <p><u>Seating Capacity:</u></p> <p>Multipurpose (room 112) 650 persons in chairs or 320 seated at 40 round tables</p> <p>Jr. High Room (Room 203) 80 persons in chairs*</p> <p>High School Room (Room 203) 115 persons in chairs <i>Note two these rooms may be opened to create a single room seating 194 persons. Youth has priority usage of these rooms.</i></p> <p>Elementary Classroom (Room 126) 80 persons in chairs</p> <p>Large Adult Classrooms (Room 109 & 111) 50 persons in chairs</p> <p>Small Adult Classroom (Room 108) 10 persons in chairs</p> <p>Library Lounge (Room 107) 10-15 persons in chairs. Note: No food or drink in this room and couches and other furniture may not be removed.</p> | <p>Multi-Purpose Room: _____</p> <p>Jr. High Room _____</p> <p>High School Room _____</p> <p>Elementary Classroom _____</p> <p>Large Adult Classroom(s) _____</p> <p>Small Adult Classroom _____</p> <p>Library Lounge: _____</p> |
| <p>Do you require tables and chairs to be set up and broken down? (Note: Normally you will be required to set up and break down your own room, with the exception of the Multi-Purpose room.)</p> | |
| <p>Require use of kitchen? Indicate if require private use or if will accept shared use.</p> | <p>___ Yes ___ Private use ___ Shared use ___ Kitchen will not be needed</p> |
| <p>Will a rental company provide items for your event? If so, name and phone number of rental company:</p> | |
| <p>Other important information about your event:</p> | |

Note: Your group is responsible for set up and clean up of your own room.

_____ Signature of requester

_____ Date

_____ Requested room had been reserved by _____

_____ Requested room is not available. The following alternate space has been assigned: _____.

_____ Date requester notified