



Building Use Application

Date Submitted _____

"Save As" (in Adobe Reader/Acrobat) or "Save a Version" (in Preview)

Name of Event: _____

Group Name: _____

Target Number of Guests: _____

DATE(S) OF EVENT

ACTUAL START TIME

ACTUAL END TIME

SET-UP TIME

TAKE-DOWN TIME

DESIGNATED CONTACT

DESIGNATED CONTACT'S PHONE

DESIGNATED CONTACT'S EMAIL

FOR OFFICE USE ONLY

Chuck Benedict _____

Reid Benson (Sanctuary) _____

Laura Richardson / Taylor Conrad _____

Allison Klump _____

Copy / S-drive / calendar / sent _____

ROOM(S) REQUESTED

Final room assignment(s) will be decided by scheduler based on church needs.

Please check room(s) requested:

- Cafe
- Chapel
- Fellowship Hall
- Gym
- Latte Cart – with permission
- Lower Kitchen
- Sanctuary – Tech
- The Lodge
- Youth Classrooms
- Youth Room

Other: _____

ROOM NEEDS

of Attendees Expected: _____

	AMOUNT
Round tables (60")	# _____
Chairs per table	# _____
8' rectangular tables	# _____
6' rectangular tables	# _____
Chairs (theater-style)	# _____
Easel	# _____

Please check if needed:

- Lectern
- Screen
- Whiteboard
- Other

BUILDING USE POLICIES & FEES

1. The use of the building is subject to approval. Fees which cover facility maintenance and operations costs are charged according to room size, usage, and hours. The church Scheduler will give you information on applicable fees.
2. This Building Use Application must be submitted to the church Scheduler before events can be finalized. A deposit may be required at time of approval.
3. All events will have a contact person (typically the applicant). The contact person is responsible for seeing that church policies are implemented and that the facility is left in the same condition in which it was found.
4. No fundraising, fees, or monetary requirements for participants shall be allowed except to cover expenses for use of facilities or cost of the function.
5. Programs and events shall not involve partisan politics, or be in conflict with the church purposes and Christian doctrine.
6. Damage to the building or equipment is the responsibility of the applicant group (e.g. broken fixtures, carpet stains, etc.). Church equipment and musical instruments may not be used or moved without permission.
7. No tape or thumbtacks can be used on any surface without permission. There will be no glitter used in any rooms.
8. There will be no smoking or drinking of alcoholic beverages on the church premises (including parking areas).
9. Applicants for building use will provide a Certificate of Insurance, with UPPC named as additional insured, showing proof of liability insurance for the group while on our premises.
10. Requests must be renewed annually.
11. Children must be supervised at all times.

AUDIO/VISUAL EQUIPMENT

Electronic equipment is by availability only and some requests may require a usage fee.

Please check all that apply:

- Microphone
 - Handheld
 - Body Worn
- Projector
- Laptop
 - Yes Cart
 - No Cart
- DVD
- CD
- TV

Additional media request (must be approved by minister): _____

Only approved technicians are allowed to operate the sound system and video system in the Sanctuary and Gym.

If you are using prerecorded material it must be reviewed by our Tech Coordinator three days before the event.

Reid Benson, ext. 133, will contact you for more detailed information.

KITCHEN NEEDS

Some kitchen items and requests may require a usage fee.

Please check all that apply:

Will our Kitchen be used? Yes No

Will you serve food? Yes No

Caterer: _____

Caterer's Phone: _____

UPPC Caterer Steve King, 209-1241.

Will you need: Linens

 Water Pitchers

 Coffee Service

The kitchen or a reception may be scheduled only if a UPPC staff member is available for your event. You will be contacted by our Kitchen/Reception Manager, Chuck Benedict, x129, regarding your needs.

Additional Information:

RELEASE AND HOLD HARMLESS AGREEMENT

_____ (Herein the "User") has requested the use of the facilities of University Place Presbyterian Church (UPPC). As a condition to that use, UPPC requires that the User release and hold UPPC harmless of any damages or injuries that occur on UPPC's property, including equipment that is brought in.

The User understands that UPPC has many volunteers and visitors at the church and UPPC has little control over what they do on the property. Further, UPPC tries to maintain the church facilities but does not make safety checks on all of its equipment, furnishings or all portions of the building. Because of this, the User understands that it and its employees, members and guests will be responsible for their own safety.

On behalf of the User, its employees, members and guests, the User does hereby release UPPC, its employees, members and guests of and from any and all claims, liabilities, damages or actions with respect to or incurred during the use of any of the property or facilities of UPPC. The User does further agree to hold UPPC, its employees, members and guests harmless from any and all liabilities, damages, attorney fees and costs with respect to any claim or action by the User, its employees, members or guests with respect to or arising during the use of any of the property or facilities of UPPC.

The User assures UPPC that it has read this Release, understands its contents, and has the authority to sign this agreement.

USER

DATE

CONFIRMATION

I have read and accept the terms and conditions stipulated in this document. I will assume the responsibility of informing my group of the policies as stated.

I also understand that this is an application for building and room use. The agreement is not finalized until approved by the church. Upon receipt of this application I will be contacted.

SIGNATURE OF APPLICANT

DATE

ORGANIZATION

ADDRESS

CITY, STATE, ZIP

FOR OFFICIAL USE ONLY

DATE APPROVED / INITIALS

- _____ Date reserved on church calendar
- _____ \$100 deposit received
- _____ Proof of insurance received

FEES:

- \$ _____ Building
- \$ _____ Media / Technician
- \$ _____ Custodian
- \$ _____ Garbage
- \$ _____ Coffee
- \$ _____ Dishwasher
- \$ _____ Linens
- \$ _____ Kitchen / Reception
- \$ _____ Coordinator / Other

\$ _____ Total - \$ _____ = \$ _____
Deposit



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