

# Friedens United Church of Christ Building Use Request Form#

**2013**



Thank you for considering Friedens UCC for your upcoming event.



In this booklet you will find all the necessary paperwork and information needed in order to have a successful event here.

Please read through the campus use guidelines on the following pages very carefully and feel free to contact the office with any questions or concerns you may have. If the room you request has additional guidelines these will be available once your event is booked or prior for your review.

Please contact our Office Manager, Mari Prior, at [mariprior@friedensucc.org](mailto:mariprior@friedensucc.org) or 881-6779 directly to schedule a space/event and to verify that the room requested is available.

### Contact Information

Person(s) requesting use of the facility

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Will You Need Time to Set-Up and Tear Down Your Event? YES/NO

Time \_\_\_\_\_

Will This Event Be a ONE Time Event or Will You Need the Room on an Weekly or Monthly Basis?

If a Weekly or Monthly Basis Please List ALL Anticipated Days for THIS Year (2013) that You Will Need the Space

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Event \_\_\_\_\_

Number of People Expected \_\_\_\_\_

For OFFICE USE ONLY

Entered on Calendar Y/N

Payment Received Y/N

# Friedens United Church of Christ Building Use Request Form#

2013

## Space and Items Requested

**Please place a circle the space requested. Please note that it is our policy to receive a check at time of booking. We will hold the check until 2 weeks prior to the event. At that time we will cash the check and NO Refund will be given.**

### Sanctuary- \$75

Piano

Audio System- Some restrictions may apply based upon type of event.

***NOTE: There is a \$20/hour fee for AV service if the use of our system is approved. Payment is made directly to AV tech that runs the equipment for your event. Scheduling of this is done directly with our Director of Audio/Visual Ministry, email and phone number is available upon request.***

### Community Life and Worship Center- \$100

Equipment available

How Many Needed?

Chairs- 7 chairs fit per round table with a maximum number of 238

\_\_\_\_\_

5ft Round Tables- Maximum of 34

\_\_\_\_\_

8ft Rectangular Tables- Maximum of 10

\_\_\_\_\_

Crème Table Cloths- Maximum of 34 Round

\_\_\_\_\_

Chairs- Theater Style Seating- Maximum of 300

\_\_\_\_\_

Audio System- Some restrictions may apply based upon type of event.

***NOTE: There is a \$20/hour fee for AV service if the use of our system is approved. Payment is made directly to AV tech that runs the equipment for your event. Scheduling of this is done directly with our Director of Audio/Visual Ministry, email and phone number is available upon request.***

Stage- Approval must be obtained for FULL stage use and a fee of \$50 is charged

Staging area room

Volleyball System- Please ask prior to use

Basketball Goal- 1 adjustable height

### Kitchen (Fully Equipped)

Refrigerator and Counter Use- NO Charge

Food can only be stored up to 24 hours before event

**Full Use of Kitchen- \$50**

### Chapel- \$25

Chairs available for up to 30 people

Electric Piano available

# Friedens United Church of Christ Building Use Request Form#

2013

## Narthex- \$50

### Equipment Available

### How Many Needed

**Space comes equipped with 11 moveable tables and 20 chairs**

Hot Beverage Service- \$1 per person

Additional 8ft. Rectangular Tables- Maximum of 10

Additional Chairs- Please ask about these when booking room

---

---

---

## Parlor- \$25

**Space comes equipped with 6 chairs, coffee table, sofa, and small kitchen area**

Additional chairs- Please ask about these when booking room

## Peterson Education Wing

**Please ask about fee when booking room**

**Room 1-** Adult Classroom with table and chairs for up to 15 adults, sink available

**Room 2-** Unavailable at this time

**Rooms 3, 4, and 8-** Rooms are unavailable during the school year due to preschool

**Rooms 5, 6, and 7-** Please leave room as you find it

## Kendall Family and Children Center

**Fee is determined based on event.**

**NO FOOD OR DRINK IS ALLOWED IN ROOM**

Space comes equipped with stage area, piano, and limited AV equipment.

Audio System- Some restrictions may apply based upon type of event.

***NOTE: There is a \$20/hour fee for AV service if the use of our system is approved. Payment is made directly to AV tech that runs the equipment for your event. Scheduling of this is done directly with our Director of Audio/Visual Ministry, email and phone number is available upon request.***

**For your event you may need to be given a key to the building. Please contact Mari Prior to arrange a time to come in the week of your event to pick this up and be shown how to use it. After your event, please return key to the office. Unreturned keys may result in an additional fee.**

# Friedens United Church of Christ Building Use Request Form#

2013

## **CAMPUS USE GUIDELINES**

**ALL REQUESTS FOR USE OF THE CHURCH CAMPUS MUST BE DIRECTED TO AND SCHEDULED BY THE CHURCH OFFICE**

**Once all paperwork is filed with the office specific room guidelines will be sent.**

### **Church Campus Use General Guidelines**

Friedens United Church of Christ strives to be a good neighbor in the community and a good steward of its church campus. Here are a few guidelines that govern church campus use:

- Community Service Uses: Friedens' first priority is to make the church campus available for use by the ministries of Friedens United Church of Christ. In addition, we will seek to accommodate requests for use of space from other congregations, agencies and organizations that serve the community in keeping with the values of the Christian faith (i.e. AA, Overeaters Anonymous, Boy and Girl Scouts). We do not charge a fee for such use, **though donations are accepted and appreciated in order to offset the cost of utilities and custodial fees.** The exception would be the cost incurred if audio, video or lighting technicians are needed for an event. Audio, video and lighting controls may be operated only by Friedens' technicians or those they train for operation. **Audio, video and lighting services are \$20 per hour paid directly to technician at time services are performed.**
- Friedens United Church of Christ will rent the Community Life and Worship Center, Kendall Children and Family Center, Kitchen, Café/Narthex, and Parlor to members only for events and special family celebrations such as receptions, anniversaries, graduations and showers. Fees for use are available upon request from the Church Office.
- Payment should be made at time of reservation. Check will be held until 2 weeks prior to event in case of cancellation. **No refund will be given after 2 weeks prior to event. Before 2 weeks a full refund will be given.**
- All requests for use of the church campus must be directed to and scheduled by the Church Office between the hours of 9AM and 2PM Monday through Thursday.
- All individuals or groups who use the church campus are asked to follow the specific guidelines for set-up, use and clean-up that will be made available when a space is reserved for use through the Church Office.
- Permission to use the church campus can be rescinded if guidelines for set-up, use or clean-up are not followed. Failure to return signed checklists after the use of a facility may prevent future use.
- All who use the church campus are responsible for conducting their activities in a safe manner. Any and all damage to the church property shall be paid for and is the sole responsibility of the user. Community groups using the church campus on an on-going basis must provide evidence of adequate liability coverage, and upon request shall name Friedens United Church of Christ as an additional insured.
- Children and youth shall be adequately supervised by adults at all times.
- Groups agree to stay in the space assigned.
- The use of alcohol and tobacco on church grounds is strictly prohibited.
- Business related activities by members must be pre-approved following guidelines available from the Church staff. Business related activities and non-community service related activities by non-members are generally not approved.
- The Friedens Church Council reserves the right to adjust these guidelines as needed, and to make case by case exceptions as appropriate.