



# UCC Building and Grounds Use Application

USER		Event Date																	
Group Name		USER Cell																	
Email		Expected attendance																	
Description of Activity																			
Time/date set-up will begin		Time/date clean-up will end																	
Time Event starts		Person responsible for clean-up Cell																	
Time Event ends																			
Facilities Reservation Request (check all that apply) see fees																			
<input type="checkbox"/> Fellowship Hall (FH) <input type="checkbox"/> w/Kitchen <input type="checkbox"/> Upper Room (UR) <input type="checkbox"/> Nursery <input type="checkbox"/> Sanctuary <input type="checkbox"/> MPR/Gym <input type="checkbox"/> w/ Gym Kitchen	<b>Equipping Center (EC) Rooms</b> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>1</td><td>3</td><td>5</td><td>7</td></tr> <tr> <td>2</td><td>4</td><td>6</td><td>8</td></tr> </table> <input type="checkbox"/> EC Gathering Area (GA) <input type="checkbox"/> EC Kitchen		1	3	5	7	2	4	6	8	<input type="checkbox"/> Athletic Field <input type="checkbox"/> Youth Room (YR) needs approval <b>Children's Wing (CW) Classrooms</b> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>107</td><td>109</td><td>110</td><td>111</td></tr> <tr> <td>112</td><td>114</td><td>115</td><td>120</td></tr> </table>	107	109	110	111	112	114	115	120
	1	3	5	7															
2	4	6	8																
107	109	110	111																
112	114	115	120																
Equipment/Media Reservation Request (list specific items)		User/Group does own set-up/clean-up																	
<input type="checkbox"/> Projector <input type="checkbox"/> DVD Player <input type="checkbox"/> Podium	<input type="checkbox"/> Sound Tech (\$50 fee) <input type="checkbox"/> Other Media - Please specify	<input type="checkbox"/> Chairs – # <input type="checkbox"/> Tables – # <input type="checkbox"/> Other - Please specify																	
Will minors be present? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, I, the User, have read the UCC SafePlace Guidelines and will be responsible to ensure the guidelines are followed for ALL our events and activities. Initial _____																			
Will food or drink be a part of this event? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, I, the User, have read the Food/Drink Expectations and will be responsible to ensure the guidelines are followed for ALL our events and activities. Initial _____																			
I, the User, representing The Group, have read the UCC Building Use Agreement, Requirements, Guidelines, Expectations and Policies including SafePlace, Food and Drink and unqualifiedly accept, promise and warrant this signed agreement will be followed by myself and The Group. Furthermore, I, the User, will communicate this information, give a copy of this agreement and make sure The Agreement is met and understood by The Group and by all persons responsible for cleanup, leading, hosting or helping with The Event while using the UCC premises.																			
Signature of the USER _____		Date _____																	
Representative of The Group																			

<b>For Office Use Only</b> Received by: _____ on (Date): _____ <input type="checkbox"/> Copy to Clyde <input type="checkbox"/> Copy to Cathi <input type="checkbox"/> Copy to Media Tech <input type="checkbox"/> Copy to Mary <input type="checkbox"/> Deposit paid-\$ <input type="checkbox"/> Final paid-\$			
<input type="checkbox"/> Event on UCC Calendar Walk thru Date/Time : _____/_____/_____		Key issued to Regular UCC Attender-Name: _____ Cell: _____	
S: > Common > Staff Files> Office Documents > Forms>Building Use > Building and Grounds Use App updated 1-24-19			



## Agreement for UCC Building Use

1. **Liability statement:** The User/Group agrees to abide by the use and maintenance policies of Upland Community Church. The User/Group agrees to be responsible for any liability claims and negligence, resulting from this named activity/event, and agrees to indemnify and hold UCC harmless from any third-party claims, demands or litigation involving allegations of negligence or misconduct in connection with the activities to be conducted on the UCC premises. **Organizational users that carry liability insurance involved in this event, will provide a certificate of insurance to UCC at least 7 days prior to the date of use.**
2. The User/Group agrees to obey all laws, rules and regulations of all governmental authorities while using the UCC facilities or grounds and will not use any part of the premises for any unlawful purposes or any purpose that is contrary to the mission, purpose or belief of UCC, which is a Biblically-based Religious institution. This includes NO alcohol being served or consumed anywhere in or around the building and NO smoking on the premises.
3. The User/Group agrees that any damage to the building, equipment or premises will be reported to the church office within 24 hours of the event or by the next business day. Be sure you get a response. If you need to contact church personnel during the event, the emergency contact office number is 765-998-2746 ext. 215, or contact Clyde Ewbank 765-603-7954. The User/Group will be financially responsible for repairs or extra cleaning.

Office 765-998-2746

Office hours M-Th 8:30am – 5pm F 8:30am – 1pm

Office email [office@uplandcc.org](mailto:office@uplandcc.org)

Clyde Ewbank 765-603-7954

Cheryl Ziegler 765-667-4189

Mary Fletcher 765-506-9288

### Requirements and Expectations

1. **It is understood that UCC's first priority is to serve this community as a church and is not a rental venue. The church services have priority over any event(s).**
2. **A walkthrough of the building prior to a large event is required** to answer building function/logistic questions such as the proper locations of equipment that will be used. My walk thru is scheduled for DATE/TIME \_\_\_\_\_
3. The User/Group will only be in and use the facilities reserved for The Event
4. The User/Group is responsible for their own set up and clean up. Facilities are to be left in the condition (or better than) they were found.
  - a. Lights off (*some are set to stay on all the time for security*)
  - b. All equipment, tables, chairs, things moved for activity space or used during The Event are to be returned to the proper location by The User/Group
  - c. All decorations are to be removed (only white dripless candles are allowed, do not attach any decorations in a way that will leave permanent markings)
  - d. Floor is to be cleaned of any spills or debris. Vacuum cleaners are located in the custodian's closet in the MPR/Gym, in the electrical closet in the Children's Wing and in the closet by Fellowship Hall.
  - e. Bathrooms are to be left neat, and lights are to be turned off
  - f. Trash is bagged up (liners replaced) and deposited in the outdoor dumpster in back of UCC (south Gym exit)
5. Events must be completed and cleaned up by 9:30pm Sunday through Friday and by 9pm on Saturday unless special arrangements have been made. The building is locked every night at 10 pm.
6. If a key has been issued, it will be returned at the close of the event. If the church office is not open it should be dropped in the key return box by the office door.
7. Communicate these items ~~or~~ give a copy of this agreement to your Lead clean-up person, set-up person, event coordinator, those helping you host your event(s), your caterers, etc.

### Food/Drink Policy

1. Under NO circumstances are nuts or foods containing nuts to be brought into the CHILDREN'S WING or CHURCH NURSERY. There are several children in the church family with severe nut allergies. Nuts, peanut-butter or other foods containing nuts may be served in the MPR/gym, EC or Fellowship Hall only.
2. Do NOT use red-based drinks (punch, soft drinks, Kool-Aid, etc.). No alcohol may be served or consumed.
3. Use only your own food, coffee, paper goods, and supplies. You may use church dishes and flatware, which are to be thoroughly washed and put away after use (not left in the dishwasher).
4. At the end of your event dispose of your unused perishables in the outdoor dumpster in back of UCC.

## SafePlace Guidelines

1. When a minor is present, including during set-up/clean-up, at least 2 adults (18 or over) must also be present.
2. SafePlace ratios must be maintained at all times, including set-up/clean-up, when multiple minors are present.
  - a. Infants up to 12 months old: 1 – 3 infants per adult
  - b. Toddlers/preschoolers: 1 – 4 children per adult
  - c. Elementary/older children: 1 – 8 children/youth per adult
3. The User/Group agrees to abide by SafePlace or equivalent standards of their own organization (equivalency will be determined by the UCC Safe Place coordinator), utilize only safe place trained workers with clean background checks, and store the appropriate paperwork on all of their workers (employees and volunteers).
4. The User/Group understands there may be simultaneous use of the building by other ministries or individuals in different areas of the building or grounds. Each group is expected to account for one another's presence and insure that appropriate child-youth-adult interactions are maintained. The undersigned group using the facilities agrees that it shall be solely responsible and liable for all recruiting, screening, training and supervision of volunteers and paid staff involved in activities conducted on the UCC premises. This includes liability for all personnel matters including, without limitation, childcare providers, involved in the program.
5. The User/Group agrees to be solely responsible for establishing and carrying out any policies deemed reasonable and appropriate for the safety of children and adults while using the UCC premises and for complying with all applicable statutes, regulations and laws of the State of Indiana.
6. The User/Group agrees that children will be supervised at all times and will not be allowed to explore the facility. For everyone's safety, no one will hang on basketball rims or backboard supports, play in mats, divider curtains or folding walls such as those found in the Gym, CW, EC, and Nursery.

## Fee Structure for Individual and Group Use

	Member / Regular Attendee	Non Attendee / Organizations
Individual Room	n/c	\$25
Gym/MPR	n/c	\$25
Gym/ MPR Kitchen	n/c	\$25
Equipping Center	n/c	\$25 – per ¼*
Equipping Center Kitchen	n/c	\$50
Media/Sound	\$50	\$50

*\*It is not an option for Equipping Center walls to be moved for Individual/Group Use  
[1/4 of the Equipping Center holds up to 70-80 seated with tables or 170 seated without tables]*

## Fee Structure for Large Events / Weddings - Requires prior approval by UCC Pastor/Elder

	Member / Regular Attendee	Non Attendee / Organizations
Sanctuary for a Wedding	\$250	\$300*
Gym / MPR / EC Kitchen	\$100	Not available for receptions
Equipping Center – 1/2	\$250	Not available for receptions
Equipping Center - Whole	\$350	Not available for receptions
Media/Sound	\$50	\$50

*\*The sanctuary can be scheduled for a wedding by a non-attendee no more than 6 months in advance*

## Your End-of-Event Checklist

- All clean-up has been completed
- Everything has been shut off – lights, equipment, stove
- Key has been returned (box outside office door), and doors locked
- Trash collected, bagged (liners replaced) and moved to dumpster
- Any damage or items needing attention have been reported (note in box, call, text, email)