



# Building Use Application

Date Submitted: \_\_\_\_\_

*"Save As" (in Adobe Reader/Acrobat) or "Save a Version" (in Preview) before exiting.*

Name of Event: \_\_\_\_\_ # Expected \_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Designated Contact Email/Phone # \_\_\_\_\_

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

Event Date/s \_\_\_\_\_ START/END TIMES \_\_\_\_\_ / \_\_\_\_\_

UPPC Set-up Time \_\_\_\_\_ Group Set-up Time \_\_\_\_\_ Take-down Time \_\_\_\_\_

**Will food be served?** Snacks \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_ Catered \_\_\_\_\_ Prepared in-house \_\_\_\_\_ Other \_\_\_\_\_

Check if you would like: Coffee provided \_\_\_\_\_ Table linens \_\_\_\_\_ Kitchen access \_\_\_\_\_ Dishes \_\_\_\_\_ Dishwasher \_\_\_\_\_  
*Some items may not be available in all rooms. The kitchen may be scheduled only if a UPPC staff member is available for your event. Facilities Manager will contact you regarding your specific needs.*

**If you have used the building before or are familiar with it, what room/s are you requesting?** \_\_\_\_\_

**First-time users:** Describe your room needs (i.e., large theater-type seating for all; round or rectangular tables and chairs for all; small meeting room/s, etc. Please include # of total rooms of each type). \_\_\_\_\_

Other needs: Lectern \_\_\_\_\_ Whiteboard \_\_\_\_\_ Other: \_\_\_\_\_

*Scheduler will contact you to discuss room use and set-up needs in greater detail.*

**A/V Needs:** Microphone/s \_\_\_\_\_ Projection \_\_\_\_\_ Audio \_\_\_\_\_ Other \_\_\_\_\_

*A/V equipment may not be available in all rooms. Only approved technicians are allowed to operate the systems in the Sanctuary and the Gym. Additional media requests and pre-recorded material must be approved by Media Supervisor at least 5 days before the event. Media Coordinator will contact you for additional information.*

## For UPPC Office Use

Facilities \_\_\_\_\_ Wayside \_\_\_\_\_  
Caring \_\_\_\_\_ Scheduling: \_\_\_\_\_  
Pastors \_\_\_\_\_ Copy \_\_\_\_\_  
A/V \_\_\_\_\_ PC \_\_\_\_\_  
Email \_\_\_\_\_  
Ministry Team Approval \_\_\_\_\_  
Ministry Sponsor \_\_\_\_\_  
Agreement Signed & Rec'd \_\_\_\_\_  
Proof of Insurance Rec'd \_\_\_\_\_  
Invoice Sent/Paid \_\_\_\_\_ / \_\_\_\_\_

Rooms needed:

Set-ups needed:

## BUILDING USE POLICIES

1. The use of the building is subject to approval. Fees cover facility maintenance and operations costs and are based on 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. First time users are encouraged to schedule a walk-through to aid in finalizing set-up needs at least 2 weeks before the actual event. Contact Scheduler at ext. 134 to make an appointment.
4. All events must 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.
5. No fundraising, fees, or monetary requirements for participants shall be allowed except to cover expenses for use of facilities or cost of the function.
6. Programs/events shall not involve partisan politics or be in conflict with church purposes and Christian doctrine.
7. 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.
8. No tape, staples or thumbtacks can be used on any surface without permission. No glitter is to be used in any room.
9. There will be no smoking or drinking of alcoholic beverages on church premises (including parking areas).
10. 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.
11. Requests must be renewed annually.
12. Children must be supervised at all times.

## 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 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 has read this Release, understands its contents, and has the authority to sign this agreement.

\_\_\_\_\_  
USER SIGNATURE

\_\_\_\_\_  
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