



www.CHURCH4theCITY.com

UNIVERSITY CHURCH OF CHRIST  
1555 E. UNIVERSITY AVENUE  
LAS CRUCES, NM 88001  
575-522-6707  
church@church4thecity.com

## Activity Center Reservation Request Form

Event Type/Title: \_\_\_\_\_

Set-Up Start Date/Time: \_\_\_\_\_  
Month/Day/Year Day of the Week Time

Clean-Up End Date/Time: \_\_\_\_\_  
Month/Day/Year Day of the Week Time

Rehearsal Date/Time: \_\_\_\_\_  
Month/Day/Year Day of the Week Time

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

If wedding, who will perform the ceremony? \_\_\_\_\_

### Cost of Facilities

Cost

Gymnasium			
1-5 hours	\$300	(\$150)*	_____
1 day	\$500	(\$250)*	_____
Weekly hourly rate	\$40/hour x _____	hours	_____
Classrooms (per room)	\$40	(\$20)*	_____

### Services and Fees

Janitorial Clean-Up	\$150	_____
Stage Clearing(Gym)	\$75	_____
Sound/video projection	\$75 up to 4 hrs + \$10/hr after 4 hrs	_____
Premarital Counseling	\$150	_____

Total Amount Due by \_\_\_\_\_ TOTAL \_\_\_\_\_

**THIS REQUEST MUST BE APPROVED BY OUR MINISTERS.  
YOU WILL BE NOTIFIED WHEN IT IS APPROVED.**

**Separate check for key deposit and possible site damage \$250.00 (Due upon approval)**

\* Prices in parentheses have been discounted for members of UCC.

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Briefly describe your event and how you plan to use the facilities:

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UCC ITEM/AREA EXPECTED USE:

- |                          |   |       |
|--------------------------|---|-------|
|                          | #   |       |
| <input type="checkbox"/> | Tables  |       |
|                          | <input type="checkbox"/> Round                | _____ |
|                          | <input type="checkbox"/> Rectangular          | _____ |
| <input type="checkbox"/> | Chairs  | _____ |
| <input type="checkbox"/> | Classrooms                                    | _____ |
| <input type="checkbox"/> | Kitchen                                       |       |
|                          | <input type="checkbox"/> Refrigerator         |       |
|                          | <input type="checkbox"/> Freezer              |       |
|                          | <input type="checkbox"/> Stove/Oven           |       |
| <input type="checkbox"/> | Audio/Visual                                  |       |
|                          | <input type="checkbox"/> Microphone           | _____ |
|                          | <input type="checkbox"/> Video Projector      |       |
|                          | <input type="checkbox"/> Non-UCC Sound System |       |

<p><b>Who have you spoken with at UCC?</b></p> <p><input type="checkbox"/> Greg Bowles</p> <p><input type="checkbox"/> David Harrelson</p> <p><input type="checkbox"/> Tyler Smith</p> <p><input type="checkbox"/> Sonya Harmon</p> <p><input type="checkbox"/> John Bryan</p> <p><input type="checkbox"/> Other _____</p>
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I have received and read all the building use policies and I agree to abide by all of the guidelines set forth in this document:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Office use only:*

Date application received: \_\_\_\_\_

Date application approved: \_\_\_\_\_

Date deposit received: \_\_\_\_\_

Date rental fee received: \_\_\_\_\_

Key & Code issued: \_\_\_\_\_

Calendar:  Open  Busy

Initials: \_\_\_\_\_

Date deposit refunded: \_\_\_\_\_

Amount received: \$ \_\_\_\_\_

Key returned: \_\_\_\_\_

## Building Usage Policy

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*University Church of Christ reserves the right to cancel bookings or refuse future use of facilities and/or retain the rental deposit for violations of any of these policies.*

### **Policies for use of the Activity Center:**

1. A Reservation Request form must be filled out and approved for all building usage.
2. All facility fees (based on facilities requested) must be paid in full 7 (seven) days prior to the event date. (Checks made out to University Church of Christ or UCC).
3. All rules and fees are subject to change with approval of the staff. Notice will be provided. Required services and fees for each event will be determined by UCC.
4. A Rental Deposit of \$250 must be paid in advance in order to secure the reservation on the calendar. This deposit is separate from the rental fee. The deposit will be returned after the event if the key(s) is returned, the facility is clean and there was no damage to the building or equipment.
5. Cancellation of the event less than 14 (fourteen) days prior to the event date will result in a forfeiture of the \$250 deposit.
6. Building key(s) may be issued up to 7 (seven) days prior to the event at the time the facility rental fee is paid; keys should be returned no later than 7 (seven) days after your event. The deposit will not be returned if the key(s) are not returned.
7. The building is not to be left unattended or unlocked at any time. You will be responsible for any loss or damage that results from improper care of the building.
8. NO ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED IN OR AROUND THE FACILITIES.
9. NO SMOKING IS ALLOWED IN ANY FACILITY.
10. Food and drinks are allowed with the understanding that the facilities will be left clean.
11. It is your responsibility to leave the facilities exactly as you found them, moving tables and chairs back to their proper places, and leaving things as they were when you arrived. DO NOT DRAG TABLES ON CARPET OR FLOORS. All decorations and other items from your event (posters, flowers, candles etc.) must be removed before leaving unless other arrangements are made in advance. All areas that are used must be left clean, including bathrooms, floors, counters, etc., and free of trash.
12. You may use any serving utensils and other dishes in the kitchen, however, please bring your own dishtowels and dishcloths. Wash all dishes and items you use. Please leave the kitchen clean.
13. You are responsible to provide personnel to assist in arranging furniture; if tables, chairs, etc., are rearranged they must be returned to original setting at the end of the event. UCC's musical instruments and equipment are NOT to be moved or handled in any way. Only UCC staff are permitted to move or handle these items.
14. No nails, tape, pins, tacky putty, staples or any other damaging materials will be used on the furniture or walls of the facilities without prior approval.
15. Use of the UCC athletic equipment is allowed only with prior approval and you are responsible for any damage to the equipment.
16. Children are your responsibility and must remain with an adult and supervised at all times. Children are not allowed to run or go through the classrooms or get into the supplies.

17. UCC is not responsible or liable for any articles belonging to you or your party that are lost, stolen or damaged; or for personal injuries sustained on the premises. 4
18. Use of the church sound system is prohibited unless approved in advance and required arrangements for UCC staff to run the equipment have been made, and applicable fees have been paid. Bands must either use their own system or rent one, and must run their own sound at their own expense.
19. No rice or birdseed is to be thrown inside the building. No rice outside, but birdseed is okay.
20. If a member of the UCC staff is to perform the wedding ceremony, arrangements must be approved at least three months in advance. Four to six weeks of premarital counseling will be required, and must be completed at least two weeks prior to the wedding date. A fee of \$150 is required for premarital counseling.
21. Special areas to be used, (classrooms, kitchen, etc.) must be designated on the Reservation Request form and approved in advance.
22. Based on the type of event, UCC may require you to provide security during your event at your expense.
23. A “Certificate of Liability” in the amount of \$1,000,000.00 may be required for your event at your expense as determined by UCC. (*This is comprehensive general liability insurance in the amount of 1 million dollars—single limit for bodily injury and property damage*).

## **BEFORE LEAVING:**

- 1. Remove all items not belonging to UCC.**
- 2. Clean and return all UCC items to their proper place.**
- 3. Make sure the bathrooms are picked up.**
- 4. Clean outside the building and parking lot.**
- 5. Empty all trash into the dumpster.**
- 6. Turn the gym thermostat to “Continuous Unoccupied”.**
- 7. Turn off all lights.**
- 8. Lock all doors.**
- 9. TURN ON THE ALARM AND EXIT IMMEDIATELY.**



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