



www.CHURCH4theCITY.com

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

## Long-Term Reservation Request Form

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

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

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

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

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

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

### Scheduled Use

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Month/Day/Year Month/Day/Year

Weekly Days/Times: \_\_\_\_\_

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

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

### Cost of Facilities

		Cost
Gymnasium—weekly hourly rate	\$40/hour x _____ hours	_____
Classrooms (per room) \$40		_____
Other _____		_____
<b>Billed Monthly—Due Upon Receipt</b>	<b>TOTAL</b>	<b>_____</b>

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: \_\_\_\_\_

**THIS REQUEST MUST BE APPROVED BY OUR MINISTERS.**

**Damage & Key Deposit of \$250.00 due upon approval.**

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<i>Office use only:</i>	
Date application received: _____	Calendar: <input type="checkbox"/> Open <input type="checkbox"/> Busy
Date application approved: _____	Initials: _____
Date deposit received: _____	Date deposit refunded: _____
Date rental fee received: _____	Amount received: \$ _____
Key & Code issued: _____	Key returned: _____

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## 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 long-term use of facilities:**

1. A Reservation Request form must be filled out and approved for all building usage.
2. All facility use fees must be paid in full as arranged and approved in advance by UCC. (Checks made out to University Church of Christ or UCC).
3. All policies and fees are subject to change. Notice will be provided in the event of any changes. 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 completion of your usage agreement if all policies were adhered to, the key(s) is returned, the facility is kept clean and no damage occurred to the building or equipment.
5. Changes and/or cancellation of scheduled facility use less than 7 (seven) days prior to the usage date will require payment of the scheduled facility use fees. Changes and/to scheduled facility use more than 7 (seven) days prior to the usage date will be approved based on availability and cancellations with more than 7 (seven) days notice will not require payment of the scheduled facility use fees.
6. Excessive changes and/or cancellations of scheduled facility use may result in a forfeiture of the \$250 deposit and discontinued use of the facilities.
7. Building key(s) and alarm codes, if applicable, will be issued for the duration of the scheduled use of the facilities. Key(s) should be returned no later than 7 (seven) days after completion of the scheduled use of the facilities. Any key(s) not returned within this timeframe will constitute forfeiture of the deposit.
8. The building is not to be left unattended at any time. You will be responsible for any UCC loss or damage that results from improper care of the building during your scheduled facility use.
9. NO ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED IN THE FACILITIES OR ANYWHERE ON THE PROPERTY.
10. NO SMOKING IS ALLOWED IN ANY FACILITY.
11. Food and drinks are allowed in appropriate areas with the understanding that the facilities will be left clean.
12. It is your responsibility to leave the facilities exactly as you found them, putting athletic equipment away, moving tables and chairs back to their proper places, and leaving things as they were when you arrived. DO NOT DRAG TABLES ON 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. No storage of event items at UCC is allowed without prior approval.
13. You are responsible to provide personnel to assist in setting up athletic equipment and/or 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.

17. 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. 4
18. Use of the UCC athletic equipment is allowed only with prior approval and you are responsible for any damage to the equipment.
19. 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.
20. 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.
21. 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.
22. Special areas to be used, (classrooms, kitchen, etc.) must be designated on the Reservation Request form and approved in advance.
23. Based on the type of event, UCC may require you to provide security during your event at your expense.
24. A “Certificate of Liability” in the amount of \$1,000,000.00 may be required for your event/team 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, with University Church of Christ listed as additionally insured).*

## **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 thermostat off or to “Continuous Unoccupied”.**
- 7. Turn off all lights.**
- 8. Lock all doors.**
- 9. TURN ON THE ALARM AND EXIT IMMEDIATELY.  
(Activity Center)**



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