

Use of Uniontown Bible Church Facilities

Print out and fill in all parts of the form that apply. Note that you are required to check all areas that any of your party (including children) will be using. Once the form is filled out please return to the church office, attn: Office Manager. The request will go before the staff for approval and then you will be notified. If this is a time sensitive activity, please be sure to fill in that section.

Please note: when using the facilities you will be responsible for set up, take down, and cleaning (according to the policy on page 3) to return the space to the condition it was in when you entered.

Name: _____ Phone number: _____ Cell number: _____

Date(s) requested: _____ Hours needed (include setup and takedown time): _____

Hours for event: _____ Email: _____ Number expected at your activity: _____

Facility required for the purpose of: _____

This is a time sensitive request. I need to know if the request is approved/disapproved by: _____

Childcare will be provided for this event. All childcare providers will have to meet requirements of training under UBC policy, using the program "Keeping Kids Safe." Approval will not be considered until this has been met. If you have any questions you may contact the Office Manager.

All Childcare providers have met the required training requirements of UBC. This includes the online training through our church blog <http://utown.org>, KKS (Keeping Kids Safe), back ground checks, etc.

Church Building

FYI The building is alarmed.

Please place an "X" by the part of the facility that is being requested in the Church Building:

Multi-purpose Room (seating Capacity 800)

Chairs need to be setup for _____ (number of people expected or in a special setup)

Chairs need to be taken down _____ (number or sections to be taken down)

(The Facilities Manager will help with setup/take down of chairs when possible and with advance notice. However, the person signing for use of the facility is responsible to set up and put back as they found the space they are using.)

Sound Room

Computer

DVD Player

Sound System

Stage

(Use of sound room and stage needs to be approved by Jason Merson prior to approval of this request.)

Kitchen (Please see page 3 for special instructions)

Room 101(seating capacity 32)

Room 102 (seating capacity 30)

Room 103 (seating capacity 30)

Room 104 (seating capacity 65)

Room 105 (seating capacity 35)

Room 106 (seating capacity 35)

Room 107 (seating capacity 26)

Use of the Kiosk for information/sign-up - weeks needed _____

Use of the Outside Booth for information/sign-up sheets - weeks needed _____

(When using the Kiosk or outside booth you are responsible to take everything with you when you leave. Items left will be disposed of.)

Office Building

Please place an "X" by the part of the facility that is being requested in the Office Building:

- Office Manager's Room
- Conference Room (downstairs)
- Kitchen
- Meeting Room (over Office Manager's Room)
- Outside event

Outdoor Field(s) and Parking Area

Please place an "X" by the part of the facility that is being requested:

- Soccer Field
- Ball Field
- Church Parking Lot (if you wish to use only the parking lot for an activity)

Additional Equipment/Furniture/Paper Products Needed

Do you need additional equipment/furniture when using the space? Please place an "X" by what is needed and how many:

- Metal Chairs - How many? _____
- Tables –
 - 6' Table - How many? _____
 - 8' Table - How many? _____
- TV
- Portable Sound Equipment
- White Board and markers
- DVD Player
- VHS Player
- Misc Paper Products (Plates, Cups, Silverware, Napkins) _____ number attending
- NOTE: These items are provided for UBC Ministries only.
- Other:

Cancellation Notice

If your event is cancelled for any reason you need to notify the church office (office@utown.org, 410-775-1345) as soon as possible. **If it is within 24 hours of the event** you need to notify Dan Wantz, Facilities (410-596-2747) **AND** Donna Dutterer, Custodian (443-547-9336.)

Please note: when using the facilities you will be responsible for set up, take down, and cleaning according to the policy below to return the space to the condition it was in when you entered.

I agree to the following:

- All food is either disposed of or taken home.
- Any facility dishes, utensils, pans - washed and put away. Do not leave any dishes.
- Trash is to be bagged up (from all areas to include the bathrooms) and taken to the dumpster.
- All carpeted floors vacuumed. Vacuum is located in back storage room.
- All vinyl floors swept and mopped (if needed). Supplies are in back storage room.
- Spills on carpets are to be cleaned, supplies in back storage room.
- Tables and chairs wiped off.
- Kitchen counters, stove and oven wiped off. Is you used the oven, please be sure it's clean inside.
- Any wet kitchen towels are to be left draped over the sink after cleaning.
- All props for your gathering removed (not left on premises).
- Return room to original set-up.
- All lights off.
- All doors locked.
- Alarm set (in church bldg).

Are there items being brought in from outside for use? _____ (Yes or No)

Describe: _____

Check if you need someone to open and close the building

Check if you agree to all terms of this agreement to use the requested facilities

Signature of person requesting use of facility: _____

Print Name: _____

Approved Signature of Office Manager: _____

Once your request is received it will be brought to the next Staff Meeting for approval and you will be notified.