3500 West Parmer Lane

Austin, Texas 78727

(512) 218-8110

www.uccaustin.org

**Building Use Request Form Date of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Requested from (organization or individual) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a nonprofit: YES/NO \*If yes, please provide copy of IRS exemption letter

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Number of Adult Attendees \_\_\_\_\_\_\_\_ Children \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rooms Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact Rev. Nikki Stahl, Executive Minister, at the church office 512-218-8110 or uccadmin@uccaustin.org, if you have questions.

**OFFICE USE ONLY**

Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit Amount \_\_\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remainder of Rental Fee \_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleaning fee (yes / no) Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donation, if applicable, Amount \_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Picked Up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key Returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

**United Christian Church Building Use Agreement**

We/I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to save and hold harmless United Christian Church (“UCC”), its employees agents, members, contractors, from any and all claims for bodily injury or property damage arising out of the Group’s usage of the above facilities. And, agrees to indemnify United Christian Church for any and all costs, attorney’s fees, or expense incurred in defending any claim for bodily injury or property damage arising out of the Group’s usage of the above property. Approval of this application may be conditioned upon evidence of liability insurance protecting United Christian Church with limits specified by its Council.

Group agrees that its representatives will be present throughout the dates and hours of usage and will be responsible for insuring proper conduct of all members, guests, or invitees of the Group as well as proper care for the facilities rented. Group, through its officers and designated representatives, agrees that prompt and full payment for any damage or loss to the subject premises will be made within ten (10) days of notification by a church representative.

In the event of emergencies, phone numbers are posted in the kitchen by the phone. There are also fire extinguishers in the Fellowship Hall/Kitchen area.

We ask that you adhere to the following policies and guidelines when using the facilities.

1. **RESTORATION OF PREMISES**: Leave the premises and equipment in the same condition as when your event began. If you have set up chairs and tables for your event, it is necessary for you to put them away unless directed otherwise by Executive Minister or Church Representative. If you have moved equipment or furniture, return it to its original location. You are to assume full responsibility for repairs required to restore to original condition. All decorations are to be removed at the conclusion of the event. \_\_\_\_\_ *(please initial)*
2. **CARE OF FACILITIES**: Avoid spills on the laminated floor or rugs. If spills do occur, they are to be immediately wiped up. Damage to the flooring will subject you the cost of repair or replacement. Only blue painter’s tape can be use on floor or walls. \_\_\_\_\_ *(please initial)*
3. **CANDLES:** Candles are not permitted unless advance permission is obtained and only in fireproof containers. Any decorations used near candles must be fireproof. Protection must be used to prevent candle wax from spilling on the flooring. \_\_\_\_\_ *(please initial)*
4. **USE OF KITCHEN**: You are to bring your own consumables, including coffee, tea, sugar, cream, etc., and to supply your own tablecloths and napkins. All dishes belonging to the church are to be washed and put away. All garbage is to be removed from premises. Any food stored in the refrigerators must be removed. All countertops and tables are to be cleaned and spills wiped from the floor. \_\_\_\_\_ *(please initial)*
5. **FACILITIES USED**: Use of premises is restricted to only those indoor and outdoor facilities and those times which are specified in the Building Use Agreement. Use of the facilities must be terminated at the agreed upon time. \_\_\_\_\_ *(please initial)*
6. **ALCOHOL**: No alcoholic beverages shall be served. \_\_\_\_\_ *(please initial)*
7. **SMOKING/VAPING:** Smoking/Vaping is not allowed in building or on the premises. \_\_\_\_\_ *(please initial)*
8. **ANIMALS**: Animals are not permitted in the building, except approved medical support companions.

 \_\_\_\_\_ *(please initial)*

1. **BUILDING ALARM:** You will pay the fee imposed by the City of Austin Police Department for answering false alarms due to your improperly using the building alarm. \_\_\_\_\_ *(please initial)*
2. **DEPOSIT/CANCELLATION:**
	1. A non-refundable deposit of 20% is due to reserve building and secure reservation.
		1. The remainder of the rental fee is due on or by the first day of event unless otherwise worked out with Executive Minister or assigned church representative in writing.
		2. If renting for multiple weeks in the summer, rental fee due at the beginning of each week unless otherwise worked out with Executive Minister or assigned church representative in writing.
	2. Unless otherwise approved by Executive Minister or assigned church representative in writing, there is a non-refundable cleaning fee of $200 due on first day of rental.
	3. Please note, we do not offer refunds. However, if you give us a least 30 days’ notice of your need to cancel, we will credit your refund toward another date. However, if you do not cancel with at least 30 days’ notice, you will lose any deposit you have already made. \_\_\_\_\_ *(please initial)*
3. **CANCELLATION DUE TO FUNERAL/MEMORIAL SERVICE:** UCC will do our best to schedule any funerals/memorials around rental reservations. If for some reason UCC is unable to work around rental reservations, UCC reserves the right to cancel rental reservation and reimburse accordingly for that day or partial day.

Group/Individual Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

UCC Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Send initialed and signed copy to (scanned copies accepted): United Christian Church, Attn. Rev. Nikki Stahl, 3500 West Parmer Lane, Austin, 78727, uccadmin@uccaustin.org.

Please make a copy for your records and to take to your event.

**Unlocking and Locking Church**

It is the responsibility of the person using the building to pick up a church key and the alarm code no later than Thursday, 12 noon, prior to their meeting or make other arrangements. The key must be returned to Church Office the following week.

The person setting the building alarm will follow the directions he/she received when given the building key.

As stated in #9 above you agree to pay the fee imposed by the City of Austin Police Department for answering false alarms due to improperly using the building alarm.

Please contact church office for rental rates.