

## BUILDING USE REQUEST FORM

Avon Lake United Church of Christ  
 32801 Electric Blvd, Avon Lake, OH 44012  
 Phone: 440-933-3241 Fax: 440-933-7928  
 email: office@avonlakeucc.org

**Please provide the following information and return the form to the church office for review.**

Name or Group \_\_\_\_\_ Phone \_\_\_\_\_

Contact person (if different than above) \_\_\_\_\_

Email address \_\_\_\_\_

Date of event \_\_\_\_\_ Time (start to end) \_\_\_\_\_

*\*Include time for set-up and clean-up*

Event (briefly describe) \_\_\_\_\_

Will this event be recurring? If so, please specify frequency (i.e. every Tuesday, 3<sup>rd</sup> Thursday of each month) \_\_\_\_\_

Please check next to the room(s) requested:

✓	Room	Room capacity	Rate for 3 hours	Each additional hour (over 3 hours)
	Chapel	75	\$150	\$25
	Fellowship Hall	125	\$225	\$30
	Sanctuary	400	\$350	\$50
	Gathering Space	25	\$125	\$25
	Conference Room	15	\$60	\$15
	Resource Room	12	\$60	\$15

Do you need tables and chairs set up?  Yes  No

If so, for how many people? \_\_\_\_\_

Do you need tablecloths? (napkins not supplied)  Yes  No

**(add \$50 for tablecloths or bring your own at no additional charge)**

Will you be using the kitchen for cooking or preparing food?  Yes  No

**(add \$50 for using the kitchen)**

*You may use the refrigerator/freezer in the kitchen at no additional charge, but please let us know ahead of time to ensure space is available. Please bring your own supplies.*

Do you need audio or video services for this event? (available only in the Sanctuary)

Microphone  Audio/Video  Event recording

**(add \$150 for A/V services; \$25 for microphone only)**

**\*\*\*Please read and sign the Building Use Agreement on the second page\*\*\***

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## Building Use Agreement

### Requests

Upon receiving this request, the Avon Lake UCC staff will determine availability based on the church calendar of events, usage needs, and personnel requirements. We will make every attempt to respond to your request within two weeks.

### Rental Fees

The church reserves the right to waive or adjust the rental fees at any time. Rental fees are due one week prior to the event unless otherwise instructed. Checks are made payable to Avon Lake UCC or payment by credit card can be made at [avonlakeucc.org/donate](http://avonlakeucc.org/donate). Invoices are available upon request.

### Drug and Alcohol Policy

The use of alcohol and or illegal drugs is not permitted on the church property. Smoking is prohibited in the building or near entryways. Please observe all other signs posted in accordance with the rules and regulations of the building use.

### Release of Liability

I/We understand and agree to the rules and policies set forth by the Building Use Agreement. I/We further agree to indemnify and hold harmless the Avon Lake United Church of Christ, its affiliates, volunteers, and employees of all responsibilities for any injuries, to body or personal property, which may occur to us or our guests as a result of using the facility. I/We agree to be responsible for any damages to the church property that may occur as a result of using the facility.

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

Office use only:

Approval date: \_\_\_\_\_ Rental fee: \_\_\_\_\_ Payment received: \_\_\_\_\_

Copy to custodial staff: \_\_\_\_\_ A/V staff: \_\_\_\_\_