



## Reservation Form for UCC Facilities

### PLEASE PRINT

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

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

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

### Event Information

Name of Event \_\_\_\_\_ Date of use: \_\_\_\_\_

Time of use: Begin \_\_\_\_\_ a.m./p.m. End \_\_\_\_\_ a.m./p.m. Time of event: \_\_\_\_\_

(include self set-up in this time) (include self clean-up in this time)

Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

#### Facilities Requested: (deposit required & usage fee)

\_\_\_\_\_ Family Room (\$125) \_\_\_\_\_ Youth Center/Kitchen (\$125)

\_\_\_\_\_ Sanctuary (\$300) \_\_\_\_\_ Chapel (\$150)

*Credit card information may be used as a security deposit.* \_\_\_\_\_ MasterCard \_\_\_\_\_ VISA \_\_\_\_\_ Discover

Card # \_\_\_\_\_ Expiration date \_\_\_\_\_

Name as it appears on the card \_\_\_\_\_

Billing address if different from above \_\_\_\_\_

#### Resources Requested: (please explain)

### Liability Release

The use of UCC's facilities or equipment will be at the risk of the users. UCC does not assume liability or responsibility for any user, and does not make any express or implied warranty for any equipment, machinery, fixtures or furniture. The party or parties reserving any part of the facilities must hold harmless UCC from any and all liability for any accident or injury which may occur to anyone while the person, organization or group is using the facilities, regardless of the cause, and regardless of the extent of injury or damages.

I have received a copy of the guidelines regarding the use of this facility and agree to abide by the specifications therein regarding security, utilities, and cleanliness. I understand that completion of this form and security deposit held by credit card does not guarantee approval of facility use. I also understand if the facilities are not clean and in satisfactory condition after the function, my credit card will be billed or my deposit will be forfeited.

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