

# Second Union Church

Urb. Apolo, 2109 Mileto Street, Guaynabo, PR 00969\* 787-720-4423

## REQUEST FOR USE OF FACILITIES

ACTIVITY INFORMATION				
Activity Description:				
Date(s):	Time(s) of Event (begin/end):			
Number of People Expected:	Time(s) access required:			
Room(s) Requested: <i>(check all that apply)</i>				
<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Nursery	<input type="checkbox"/> Pre-K & K Rm.
<input type="checkbox"/> 1 <sup>st</sup> /2 <sup>nd</sup> Grade Rm.	<input type="checkbox"/> 3 <sup>d</sup> /4 <sup>th</sup> Grade Rm.	<input type="checkbox"/> 5 <sup>th</sup> /6 <sup>th</sup> Grade Rm.	<input type="checkbox"/> Youth Room	<input type="checkbox"/> Choir Room
<input type="checkbox"/> Conference Room	<input type="checkbox"/> Narthex	<input type="checkbox"/> Library	<input type="checkbox"/> Other (specify): _____	
When (specify day and time/begin-end) would you be setting up for the activity (lead-time)?				

EQUIPMENT REQUEST				
Equipment Requested: <i>(check all that apply)</i> Please write number needed beside each item checked.				
<input type="checkbox"/> Tables 6' #____	<input type="checkbox"/> Tables 4' #____	<input type="checkbox"/> Round Tables #____	<input type="checkbox"/> Tablecloths #____	<input type="checkbox"/> Chairs #____
<input type="checkbox"/> Color of tablecloths _____	<input type="checkbox"/> Chairs #____	<input type="checkbox"/> Easel	<input type="checkbox"/> Paper cutter	
<input type="checkbox"/> Projector/Sanctuary	<input type="checkbox"/> Projector/Fellowship Hall			
<input type="checkbox"/> Other (specify): _____				
Note: If requesting sound equipment, projector and/or musical instruments, this may require special approval. If you need to borrow office supplies such as tape, staplers, scissors, etc. it would be greatly appreciated if you leave a note with your name in the place that you borrowed it from until you return it. This will help us find supplies in the case that someone forgets to return them. Thanks so much!				
KITCHEN USE				
Kitchen Use Requested: <i>(check all that apply)</i>				
<input type="checkbox"/> Serving Counter only	<input type="checkbox"/> Refrigerator/Freezer	<input type="checkbox"/> Stove & Oven	<input type="checkbox"/> Dishwasher	
<input type="checkbox"/> Other (please specify): _____				
Please specify day and time you would you be preparing and/or setting up for the activity and any other important details regarding your activity:				
Do you have any special needs or requests for the activity? If so, please be specific.				
Do you need an activity coordinator or sound technician for this activity?				
Is there an alternate date you when you would consider having this activity? If so, when?				

**CONTACT INFORMATION**

Group / Person making request:

Responsible party:

Address:

Phone #s:

Contact person for group: *(if other than responsible party)*

Address:

Phone #s:

**AGREEMENT**

I have received and accept the conditions of the *Guidelines for Use of Facility* form and agree to make every effort to adhere to these conditions.

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Signature of Responsible Party

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Date

**FOR USE BY CHURCH OFFICE:**

A Hold Harmless **Insurance Form** is required for outside groups using the facility. Date received: \_\_\_\_\_

Request approved by Church Staff?  Yes  No Name: \_\_\_\_\_ Date: \_\_\_\_\_

Activity placed on calendar: Name: \_\_\_\_\_ Date: \_\_\_\_\_

Copy of approved/denied form sent to Responsible Party and others in need of the information.

# Second Union Church

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## GUIDELINES FOR USE OF FACILITIES

**We are here to make your activity successful and are thankful that you chose Second Union Church for your event. You can help us in the following areas:**

- Requests for use of any and all facilities of Second Union Church must be made in writing, using a *Request for Use of Facilities* form, a minimum of two weeks before the date needed.
- Request form is to be submitted to the Church Office.
- Date and time of all facility use must be scheduled with the Church Office for placement on the church calendar.
- Facilities are rented for activities subject to a standard fee schedule and deposits may be required. The fees for non-members of Second Union Church shall be paid at least 30 days in advance.
- All activities sound levels must be reasonable and generally contained within the facilities, so as not to interfere with the peace and quiet of our neighbors.
- There shall be no parking on Mileto Street.
- If tables and chairs are used, the user will be responsible for setting up the chairs and tables as well as for storing them away after the event.
- The area used must be left in good condition – cleaned up with garbage in proper places, lights turned off and doors locked.
- Smoking is prohibited in the church building.
- No gambling, illegal substances, or alcohol will be permitted on church property.
- Activities that conflict with the moral and doctrinal position of the church will not be permitted. No illegal, illicit, obscene, or demeaning activities are acceptable on church property.
- Children shall be under adult supervision at all times, within the approved area of use, and are not allowed to run free.
- Since many different groups use the church facility, please be respectful of other groups that use the building when you are present.
- No tacks or plastics/adhesive tapes/tapes or any other material that may damage or mar the wood, plaster or paint shall be used to fasten ribbons or flowers etc. to the walls, doors or pews.
- The communion table and other alter furniture shall not be moved without prior authorization of the Church Office.
- Plans to move equipment and furnishings for an activity require contact with the Church Staff. Such moves are the responsibility of those requesting the use of the facility.
- All equipment and furnishings that are moved shall be returned to their proper places.
- Use of the equipment such as projector or office equipment requires contact with Church Staff prior to approval.

- Use of Kitchen requires contact with Church Staff and the contact person will be provided with approval for building use.
- Accidents affecting persons or property must be reported immediately to the Church Office.
- Weddings will not use rice, birdseed or confetti inside the church building. Special wedding request forms which include rates and further instructions are available upon request.
- The above rules are subject to change at the discretion of the Second Union Administration. All pertinent parties will be duly informed of any such changes in a timely manner.

I have read the above Guidelines for Use of Facilities and agree to comply with them.

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Signature

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Date