Building Use Request – Church Member

2634 Drake Road • Lebanon, OH 45036 • www.urbancrest.org • Office: 513-932-4405 • Fax: 513-932-4455

General Information

Event:	Urbancrest Member: ☐ Yes ☐ No
Date:	*Times: *Start* *Stop*
Requestor:	
Email:	Phone:
Room(s): ☐ Sanctuary ☐ Gym ☐ Kitchen ☐ Classroom(s)	Group Size:
Equipment ☐ Sound ☐ Lighting ☐ Tech Support ☐ TV/DVD/CD ☐ Tables ☐ Chairs	
Comments:	

** Time to include set-up and clean-up.*

Responsibilities

Requestor is responsible for:

- All set-up and clean-up (i.e. sweeping, mopping, and refuse taken to the dumpster). Cleaning supplies are provided.
- Report any damage to church property, or personal injuries to the church office as soon as reasonably possible.
- Secure a church key for access and lock-up; return to the church office at your earliest convenience.

Requestor is responsible for coordinating:

- Tech Support, contact Nick Killin at nkillin@urbancrest.org.
- Security, contact Jeff Crumbley at jeffcrumbley@centurylink.net.
- Promotion, contact administration at advertising@urbancrest.org.
- Childcare, contact Elly Busick at ebusick@urbancrest.org.
- Equipment, tables and chairs, contact Frank Tone at ftone@urbancrest.org.

Notice

- Kitchen supplies are for ministry events only; not for personal use or outside agencies.
- Emergency Contact: Frank Tone 513-543-9035
  Mark Daubenmire 513-460-9241

By signing this form, I agree to the conditions set for me. Once you submit the form, you will be scheduled to meet with the administrative staff to discuss your event needs, and then be notified of the approval or denial of your request to use the Urbancrest facilities.

Name _____ Date _____

Office Use Only:	Keys:	Pick-up:	Return: