

## Building Use Request – Outside Agencies

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

### General Information

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

Date: _____	*Times: <i>Start</i> <i>Stop</i>
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Requestor: \_\_\_\_\_

Email: _____	Phone: _____
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Secondary Contact: \_\_\_\_\_

Email: _____	Phone: _____
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Room(s): <input type="checkbox"/> Sanctuary <input type="checkbox"/> Gym <input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom(s)	Group Size: _____
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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 trash taken to the dumpster). Cleaning supplies are provided.
- Provide a copy of Certificate of Insurance naming Urbancrest.
- Report any damage to church property, or personal injuries to the church office as soon as reasonably possible.

### Notice

- Urbancrest will coordinate security for access, supervision, and securing the building.
- 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 notified of the approval or denial of your request to use the Urbancrest facilities.

Name \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use Only:</b>	Security: _____	Tech Support: _____	Certificate of Insurance: _____
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