

# 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> <span style="margin-left: 150px;"><i>Stop</i></span>
Requestor:	
Email:	Phone:
Secondary Contact:	
Email:	Phone:
Room(s):	Group Size:
<input type="checkbox"/> Sanctuary <input type="checkbox"/> Gym <input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom(s)	
Equipment:	
<input type="checkbox"/> Sound <input type="checkbox"/> Lighting <input type="checkbox"/> Tech Support <input type="checkbox"/> TV/DVD/CD <input type="checkbox"/> Tables <input type="checkbox"/> 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

- Church ministries and activities take precedence over member outside agency activities. In the event we need to cancel your event, we will give as much notice as possible.
- 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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