



____ Private
____ Promo

EVENT REGISTRATION FORM

A **\$100.00** fee, which must be paid before the event, is required for using church facilities for personal, non-church-related events. Facilities may only be reserved by church members. All events are subject to staff approval and calendar availability.

EVENT LEADERSHIP

Contact Person: _____ Phone: _____

Sunday School Classes/Ministry Teams/Committees Involved: _____

EVENT DETAILS

Event Name: _____

Event Date: _____ Starting Time: _____ Ending Time: _____

Baby Shower: ____ Boy ____ Girl Registry: _____

Bridal Shower: Registry: _____

Any decorating for showers and private parties must be done on the day of the event.

For private events (such as bridal or baby showers), it is the responsibility of the event host to provide all tablecloths, decorations, and related items. The church does not supply these materials for private functions.

If the event is open to church members and promoted as a public church event, church-owned tablecloths may be used. However, the individuals responsible for the event must wash, dry, and return all tablecloths in a timely manner. Tablecloths are not to be left for church staff to clean. Returning items in clean condition is a requirement for the use of them.

Is this a Multiple Date or Recurring Event? Yes ____ No ____

If so, List Multiple Dates/Times: _____

Is this a Church-wide Event? (To be publicized in bulletin, etc.) Yes ____ No ____

Location (On or Off Church Campus): _____

If on campus, please check specific area(s) needed: Sanctuary ____ Fellowship Hall ____

Welcome Center ____ The Hub (gym/kitchen area only) ____

Transportation Needed? Van ____ Bus ____ None Needed ____

Audio, Visual & Lighting Needs

If your event requires the use of church audio, visual, or lighting equipment, a **\$25 per hour fee for each Tech Team member needed** will be added to your event cost.

For the protection and proper operation of our equipment, **a member of the church Tech Team is required to be present whenever audio, visual, or lighting equipment is used.** The \$25 hourly fee covers the Tech Team member's time to operate and oversee the equipment during your event.

Will your event require audio, visual, or lighting equipment?

Audio Yes ____ No ____ Visual Yes ____ No ____ Lighting Yes ____ No ____

If yes, the \$25/hour Tech Team fee will be added to your event total.

EVENT PROMOTION

All regular, small group specific events are promoted 2 weeks in advance to limit communication overload. **All other items will remain subject to space availability in weekly publications.**

Begin Promotion On: _____

(All promotional items are handled by our publications/graphics ministry assistant to ensure continuity and quality.)

TERMS AND AGREEMENT

As a member of UBC, I understand that by reserving any area of the campus, van, buses or equipment of Underwood Baptist Church, that I will be responsible for those areas and equipment. I will be responsible for acquiring any necessary keys and security codes from the church office. I further agree that it will be my responsibility to ensure that all doors will be locked and the alarm system is activated after my event. **I will personally be responsible for leaving any areas which I reserve in the order in which I found them before my event.** I also understand that it will be my responsibility to enforce church policies concerning dress codes and behavior during my event and to restrict those attending my event to the areas of the buildings which I have reserved. I understand that only those persons registered with the church office in advance will be allowed to drive the church van or buses due to insurance purposes. I further agree that I will be personally responsible for areas that I have reserved and may be required to compensate the church for damages that occur during my event.

My signature acknowledges that I understand and agree to all the terms listed above and will work to ensure that our church property is well cared for during my event.

Signed: _____ Date: _____

*****OFFICE USE ONLY*****

UBC Calendar Confirmation: _____

Administrator/Staff Approval: Approved ____ Denied ____

Event Contact Person Notified: _____ Ministry Assistant Initials: _____

Event Fee Paid: Date _____ ☐ Check # _____ ☐ Cash

Added to:

____ Outlook calendar

____ Staff Agenda