

Facility Reservation Form

After this form is submitted, it will be reviewed and a signed copy will be returned to you. Upon receipt of your deposit, your building reservation will be considered confirmed. Completed forms can be emailed to rentals@vanucc.org or mailed ATTN: Building Use Coordinator, Vancouver United Church of Christ, 1220 NE 68th Street, Vancouver WA 98665

Applicant Information

Last Name:		First Name:	Today's Date:
Tax ID Number (for businesses and non-profit organizations):			IRS registered Charity?
Organization Name:			
Billing Address:			Unit #:
City:		State:	Zip
Phone:		Email:	
Day of Event Contact Name:		Day of Event Contact Mobile #:	

Rental Information

Purpose of Event (underline all that apply)	Wedding	Business Meeting	Private Party (non-wedding)	
	Public Event (produced by a 501(c)3)		Public Event (produced by a for-profit org)	
	Other (please specify):			
Name of Event:				
Date of Event:		If your desired date is not available, please indicate alternate date(s) here:	Alternate Date 1:	Alternate Date 2:
Set-Up Time From To		Event Time From To		Clean-Up & Vacate Room By:
Number of Attendees:			Will the event be catered? Yes No	
			Will alcohol be served? Yes No	

Caterer Name/Contact Info:

Cleaning/Damage Deposit: A \$250 deposit is required when Bradford is rented. Your \$250 cash or check will be held through the first business day following your event. If no damages or loss to the premises occurs, you can either pick it up at the church office, or it will be mailed to the address provided on this form. Due one week before event.

Please initial here: _____

Parking: There are handicapped parking spaces located near both the upper and lower entry doors to the building. About 100 cars can park on site. *If more than 100 cars are expected, Vancouver UCC will provide a parking attendant for an additional charge of \$50.*

Please initial here: _____

Insurance: At the expense of the renter, a *certificate of liability insurance* of at least \$1,000,000 naming **Vancouver UCC** as an “additional insured” is required.

Please initial here: _____

Tables/Chairs: You are welcome to arrange tables and chairs in the room to best meet your needs. *However, it is your responsibility to return the room to the condition it was prior to your rental.*

Please initial here: _____

Candles: *Open flame/traditional candles are not permitted anywhere in the building except for the sanctuary and Bradford Hall. Any candles lit in must be supervised at all times. All candle use must be pre-approved by the Building Use Coordinator.*

Please initial here: _____

Food: Food made on site for an event requires a separate permit through Clark County Public Health. <https://www.clark.wa.gov/public-health/food-service-temporary-event>

Please Note: Individuals with home or renter’s insurance can contact their agent to add an event insurance rider to their policy. Another option is to contact either <https://www.theeventhelper.com/> or <https://www.wedsafe.com/Pages/home.aspx> both of which provide inexpensive event insurance.

Event Needs/Special Accommodations

Technology Needs:

Please describe any additional infrastructure items you plan to bring /use during your event (e.g. balloons, flameless candles, cooking/warming appliances, sound equipment including DJ equipment, etc.)

Hold Harmless & Signature

By signing this document, I acknowledge and agree to the following:

- I have read and understand the Vancouver UCC, Facility Reservation Form.
- Renting space in Vancouver UCC does not give me access to areas of the building not expressly included in my rental.
- All children must be supervised at all times.
- Rooms are rented in 2-hour blocks of time. If additional time is required to set-up or clean-up your event, additional blocks of time must be rented. If building staff are required to assist in set-up, a charge of \$20 per hour, per person will be charged.
- For a one-time event, half the fee is paid upon reservation and will hold the room(s)/time requested. The balance is due 24 hours prior to the event. Repeat/long-term user fees are due no later than the 5th of each month.
- Smoking of tobacco (includes vaping) is not permitted within 25 feet of any entry or air intakes. Cannabis in any form is not permitted anywhere in the building or on the grounds.
- I, as an authorized representative of the renting party, agree that the renting party shall, to the extent permitted by law, indemnify and hold harmless First Congregational United Church of Christ – dba Vancouver UCC and their employees, members, volunteers, and representatives from and against all costs, expenses, liabilities, losses, damages, injunctions, suits, actions, fines, penalties, claims and demands of every kind or nature

whatsoever, including but not limited to attorney's fees, arising out of or resulting from the renter's event(s).	
Signature:	Date:
Printed Name:	Organization Name:
Facility Rental Information: The following spaces and services are available at Vancouver UCC. Please note: our facility hours are: Sunday – Thursday, 8 am – 11 pm; Friday & Saturday, 8 am – midnight. Exceptions require prior approval.	
Building Host: Provides entrance into the building, is available to answer questions during event. Must be present for entire rental including set-up and clean-up.	Hourly Rate: \$25
Sound Board and Technician for the Sanctuary	Hourly Rate: \$37
Audio System and Technician for Bradford	Hourly Rate: \$37
Bradford Hall: (2600 sf), vinyl tile flooring. 16 round tables (8-10 persons), or twenty 8' rectangular tables available. Suitable for receptions, or large meetings. Piano in room. Maximum occupancy is 177.	501 (c)3: \$130 Business or Individual: \$255 (per 2-hour block)
Kitchen: (560 sf), state-of-the-art commercial kitchen for cooking, food prep & presentation. Accessible only from Bradford Hall. Food prep requires at least one person in group holds a current <i>Food Handlers Card</i> from Clark County Public Health. An event that includes selling food to the public requires a Temporary Event Permit (some exceptions for non-profits apply, contact Clark Co Public Health). For more information on permitting and fees, visit the Clark Co website (https://www.clark.wa.gov/public-health/food-service-temporary-event). Find the application here: https://www.clark.wa.gov/sites/default/files/dept/files/public-health/Food%20Safety/Temporary%20Food%20Permit%20Application.pdf	501 (c)3: \$130 Business or Individual: \$255 (per 2-hour block)
Plymouth Room: (800 sf), vinyl tile flooring, holds up to 50 people. Four 8' rectangle tables available. Suitable for small receptions or gatherings. Piano in room.	501 (c)3: \$55 Business or Individual: \$80 (per 2-hour block)
Sanctuary: (2700 sf,) carpet, comfortably seats up 210 people. Suitable for ceremonies, large meetings, musical events. Grand piano and organ in room. Flexible seating.	501 (c)3: \$150 Business or Individual: \$300 (per 2-hour block)
Conference Room: (240 sf), carpet, with conference table and chairs. Suitable for small meetings up to 14 people. Windows and stained glass.	501 (c)3: \$45 Business or Individual: \$55 (per 2-hour block)
Clawson Corner: (360 sf), carpet, with comfortable couches and chairs. Suitable for small meetings of up to 12 people. Two 8' folding tables and chairs available	501 (c)3: \$45 Business or Individual: \$55 (per 2-hour block)
Additional Spaces/Rentals: We also have a nursery and a classroom; the Nettie Fries lounge is available for rent in some situations. Sound systems & audio tech are also available for a fee.	Ask for details.
Special Rental Packages:	
<ul style="list-style-type: none"> • Wedding: starts at \$1700.00. 4-hour package includes sanctuary, Bradford Hall, bridal room, & groom's room; the services of the pastor, organist, sound system engineer, & host for day of wedding. Time over 4 hours at additional charge for set-up, clean-up, or extended reception. Rehearsal included. • Funeral: starts at \$750.00. 4-hour package includes sanctuary, Bradford Hall, Clawson Corner, pastor, organist, sound system engineer, & host for day of funeral. Time over 4 hours at additional charge for set-up, clean-up, or extended reception. 	