CREEKSIDE
UNITED CHURCH OF CHRIST

Internal Room Reservation Request

Creekside UCC Church • 106 East Diamond Lake Rd • Minneapolis, MN • 55419
(612) 824-0761 • admin@creeksideucc.org

Creekside Ministry:			
Event Name:			
Contact Person Name:			
Contact Person Phone & E-Mail:			
Event Date(s):		☐ **Daily** ☐ **Weekly** ☐ **Monthly** ☐ **Other**	
Event Hours (from and to):		**Set-up Time/Date (if different):**	
Number of People Attending:			

Space Name or Location (Select Requested Spaces)		**Capacity** (Chairs only)	**Default Setup**
☐	**Sanctuary**	350 people; 4,550 square feet	----------
☐	**Chapel***	49 people; 875 square feet	49 Chairs available + piano
☐	**Fireside Room***	49 people; 875 square feet	Chairs on wheels + 1 banquet table
☐	**Dining Room**	2,250 square feet 304 people (chairs only) 142 people (tables & chairs)	Banquet tables
☐	**Kitchen**	N/A	----------
☐	**Youth Room**	125 people; 1,552 square feet	----------
☐	**Study 1**	180 square feet	1 Table and chairs for ~10 people
☐	**Study 2**	180 square feet	Chairs for ~10 people
☐	**Minnehaha Room**	20 people; 300 square feet	2 Banquet tables and chairs
☐	**Room 210 (Childcare)***	20 people; 300 square feet	Childcare
☐	**Room 205***	20 people; 300 square feet	Sunday School classroom
☐	**Room 206***	20 people; 300 square feet	Sunday School classroom
☐	**Room 207***	20 people; 300 square feet	Sunday School classroom
☐	**Room 212***	20 people; 300 square feet	3 Banquet tables + 18 chairs
☐	**Room 211**	20 people; 300 square feet	Women's Spirituality Rm; Couches

	Additional Services or Requested Items: **Please select all items required for the event.**			**Number Needed**
☐	**Podium/Speaker Stand**			
☐	**Extension Cords**			
☐	**Banquet Tables** (with 6-8 chairs)			
☐	**Round Tables** (with 6 chairs)			
☐	**Kitchen Equipment Needed**			
		☐	**Stove**	
		☐	**Ovens**	
		☐	**Microwave**	
☐	**Regular Coffee** (includes cups, sugar, creamer)			
☐	**Decaf Coffee** (includes cups, sugar, creamer)			
☐	**Compostable Products**			
		☐	**Plates**	
		☐	**Bowls**	
		☐	**Forks**	
		☐	**Spoons**	
		☐	**Knives**	
		☐	**Hot Beverage Cups**	
		☐	**Cold Beverage Cups**	
☐	**Sound Technician** (required for sanctuary usage)			
☐	**Portable microphones and speaker**			
☐	**Dining Room Sound System**			
☐	**Projector & Screen**			
☐	**TV/DVD with stand**			
☐	**Organ** (Church Organist must approve usage)			

*For events in classrooms, Fireside Room and Chapel:

___ We can set up tables/chairs for our meeting

___We need the room set up when we arrive (see below)

Special instructions for set up (please specify):

CREEKSIDE CHURCH ROOM RENTAL POLICIES

NO ALCOHOL

NUT-FREE SPACE

Mayflower has made a commitment to providing a safe building for people with severe nut allergies. Did you know it's not enough for a person with a nut allergy to avoid eating nuts? Sometimes, peanut protein residue remains in the air or on the surfaces where food has been served. This can cause a life-threatening reaction if an allergic person inhales any airborne residue or touches a surface where nuts have been. Here are some ways you can help avoid this:

- Do not bring food with nut ingredients (like peanut butter or pecan muffins) to church, even just for your own lunch.
- Be aware that people with allergies will select only foods that they can be sure have not contacted nuts (or other allergens) such as store-brought bread. Don't take it personally if they avoid certain dishes or bring their own.
- Whatever you were serving, wipe down the tables and take rinsed dishes to the kitchen or bus tub after your meal or event.

ZERO WASTE SPACE

If food will be served, all groups are asked to help us reach our goal of zero-waste—that is: a minimum of plastic and garbage. Items like Capri-Sun, single-use water bottles, and plastic utensils are discouraged. Food waste, paper, and even pizza boxes can go in the green organic compost bins!

Mark on the reservation form whether you will use our reusable plates or compostables. The church can provide them, or you can bring your own – but all disposable products must be BPI-certified. Unfortunately, the disposable paper plates with glossy finishes cannot go into the compost. If you have questions, just ask us! Together we can make a difference.

For groups larger than 10 people using real dishes, we ask that you run them through the dishwasher. Arrange with admin@mayflowermpls.org in advance to learn how to operate it.

NOTES ON AUDIO AND VISUAL EQUIPMENT

We are evaluating needs for audio and visual equipment, and hope to improve access to these items for Mayflower groups. Currently, we offer:

-A projector, and a selection of cords for connecting it to your laptop.
-A portable screen that can be set up in most rooms.
-Microphone on a stand with built in speakers (in dining room only). We regret that our portable mic/speaker are not working, so the Dining Room is currently the best space for events requiring a mic.

If you require the projector, please designate someone in your group to set it up, operate it, and put it away. You are welcome to come in advance to do a trial run. Indicate to the office to make arrangements for learning how to use the projector and return it to the cabinet after your event.

☐ **I have read and agree to abide by Creekside Church's policies regarding alcohol, nuts, and zero waste.**