# Room Reservation Request

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

| | | | |
|---|---|---|---|
| **Organization Name:** | | | |
| **Creekside Member:** | ☐ Yes ☐ No | | |
| **Organization Address:** | | | |
| **Contact Person Name:** | | | |
| **Contact Person Phone & E-Mail:** | | | |
| | | | |
| **Event Name & Purpose:** | | | |
| **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***) | **Group arranged by a Creekside Member** | **Non-Creekside Group** | ***TOTAL COST*** |
|---|---|---|---|---|---|
| ***PLEASE NOTE: You must include one hour for set-up (30 minutes) and tear-down (30 minutes) of the space. Additional time required for set-up and tear-down will be included on your final invoice as additional custodial services.*** | | | | | |
| ☐ | **Sanctuary** | 350 people; 4,550 square feet | $170 for 0-4 hours<br>$40/hour thereafter | $260 for 0-4 hours<br>$60/hour thereafter | |
| ☐ | **Chapel** | 120 people; 875 square feet | $120 for 0-4 hours<br>$25/hour thereafter | $180 for 0-4 hours<br>$40/hour thereafter | |
| ☐ | **Fireside Room** | 66 people; 875 square feet | $100 for 0-4 hours<br>$20/hour thereafter | $160 for 0-4 hours<br>$35/hour thereafter | |
| ☐ | **Dining Room** | 250 people; 2,250 square feet<br>With tables, 160 people | $120 for 0-4 hours<br>$25/hour thereafter | $200 for 0-4 hours<br>$45/hour thereafter | |
| ☐ | **Kitchen **** | N/A | $75 for 0-4 hours<br>$15/hour thereafter | $140 for 0-4 hours<br>$30/hour thereafter | |
| ☐ | **Youth Room** | 130 people; 1,552 square feet | $90 for 0-4 hours<br>$20/hour thereafter | $150 for 0-4 hours<br>$35/hour thereafter | |
| ☐ | **Study 1** | 15 people; 180 square feet | $40 for 0-4 hours<br>$5/hour thereafter | $60 for 0-4 hours<br>$10/hour thereafter | |
| ☐ | **Study 2** | 15 people; 180 square feet | $40 for 0-4 hours<br>$5/hour thereafter | $60 for 0-4 hours<br>$10/hour thereafter | |
| ☐ | **Minnehaha Room** | 20 people; 300 square feet | $50 for 0-4 hours<br>$10/hour thereafter | $100 for 0-4 hours<br>$15/hour thereafter | |
| ☐ | **Room 210 (Childcare)** | 20 people; 300 square feet | $50 for 0-4 hours<br>$10/hour thereafter | $75 for 0-4 hours<br>$15/hour thereafter | |
| ☐ | **Room 205** | 20 people; 300 square feet | $50 for 0-4 hours<br>$10/hour thereafter | $75 for 0-4 hours<br>$15/hour thereafter | |
| ☐ | **Room 206** | 20 people; 300 square feet | $50 for 0-4 hours<br>$10/hour thereafter | $75 for 0-4 hours<br>$15/hour thereafter | |
| ☐ | **Room 207** | 20 people; 300 square feet | $50 for 0-4 hours<br>$10/hour thereafter | $75 for 0-4 hours<br>$15/hour thereafter | |
| ☐ | **Room 212** | 20 people; 300 square feet | $50 for 0-4 hours<br>$10/hour thereafter | $75 for 0-4 hours<br>$15/hour thereafter | |

**** Use of kitchen requires an additional $50 Refundable Usage Deposit, payable by check only, due before the event begins. Usage deposit check will be credited to total amount due provided there is no damage or additional cleaning required at the conclusion of the event. (Determined by Creekside Custodial Staff after event.)**

| | **Additional Services or Requested Items: Please select all items required for the event.** | | | **Cost** | **Number Needed** | **Total Cost** |
|---|---|---|---|---|---|---|
| ☐ | **Podium/Speaker Stand** | | | Free | | |
| ☐ | **Extension Cords** | | | Free | | |
| ☐ | **Banquet Tables (with 6-8 chairs)** | | | Free | | |
| ☐ | **Round Tables (with 6 chairs)** | | | Free | | |
| ☐ | **Kitchen Equipment Needed** | | | Free | | |
| | | ☐ | **Stove** | Free | | |
| | | ☐ | **Ovens** | Free | | |
| | | ☐ | **Microwave** | Free | | |
| ☐ | **Regular Coffee (includes cups, sugar, creamer)** | | | $20/Gallon | | |
| ☐ | **Decaf Coffee (includes cups, sugar, creamer)** | | | $20/Gallon | | |
| ☐ | **Compostable Products** | | | | | |
| | | ☐ | **Plates** | $0.10/plate | | |
| | | ☐ | **Bowls** | $0.10/bowl | | |
| | | ☐ | **Forks** | $0.05/fork | | |
| | | ☐ | **Spoons** | $0.05/spoon | | |
| | | ☐ | **Knives** | $0.05/knife | | |
| | | ☐ | **Hot Beverage Cups** | $0.15/cup | | |
| | | ☐ | **Cold Beverage Cups** | $0.15/cup | | |
| ☐ | **Sound Technician *(required for sanctuary usage)*** | | | $25/hour | | |
| ☐ | **Additional Custodial Services** (for example: set-up or take-down requests for events with 100+ people, additional cleaning required after event ends and sorting of recycling, trash and organics) | | | $25/hour | | |
| ☐ | **Portable microphones and speaker** | | | $50 | | |
| ☐ | **Dining Room Sound System** | | | $75 | | |
| ☐ | **Projector & Screen** | | | $100 | | |
| ☐ | **TV/DVD with stand** | | | $125 | | |
| ☐ | **Organ *(Church Organist must approve usage)*** | | | $100 | | |

**PLEASE INDICATE ANY SPECIAL SET-UP INSTRUCTIONS FOR THE EVENT:**

**CREEKSIDE CHURCH IS AN ALCOHOL-FREE AND ZERO WASTE SPACE. No alcohol is allowed on church property and all materials used on church property must be reusable, recyclable or compostable. Plastic water bottles, plastic silverware and styrofoam tableware are not allowed. You must sort all organics and recyclables into the appropriate containers at or by the end of your event. There will be an additional $25 charge if Creekside staff is required to sort mixed recycling, trash and organics.** Blue recycling and green organics recycling containers are provided throughout the building. If you prefer to bring your own compostable tableware, please ensure that all products carry the BPI-certification label.

A signed Waiver and Release of Liability and the $50 Kitchen Usage Deposit (if applicable) are required to reserve space at Creekside Church. Reservations will not be confirmed or placed on the calendar until these have been received.

Creekside Church accepts cash, check or credit card payments. All events will be invoiced within 10 days of the last day of the event. Payment is due in 30 days of the invoice date. Please call the office at 612-824-0761 to process credit card transactions.

| | |
|---|---|
| **Total Space Rental Cost** | $ |
| **Total Additional Services** | $ |
| **Total Due for Space Rental & Services** | $ |
| | |
| **Credit Card Fee*:** | |
| ***Total Amount Due for Space Rental & Services*** | |
| | |
| **Kitchen Usage Deposit (if applicable)** | $ |

**If paying by credit card, a 2.75% fee will be added to each paid transaction.*

## WAIVER AND RELEASE OF LIABILITY

I hereby agree, for myself, on behalf of the organization I represent, my child and/or legal ward, heirs, administrators, personal representatives, assigns, and/or guests, if any, to the following:

That in consideration of ***Creekside Church*** allowing my use of the ***Creekside Church*** facilities and its locations and participation in its activities, under the terms set forth herein, I agree to hold harmless, release and discharge ***Creekside Church,*** its owners, agents, employees, personnel, sponsors, officers, directors, elders, representatives, assigns, members, affiliated organizations, insurers, and others acting on its behalf (hereinafter collectively referred to as "ASSOCIATES")' of and from all claims, demands, causes of action and legal liability, whether the same be known or unknown, anticipated, or unanticipated, due to ***Creekside Church*** and/or its ASSOCIATES' ordinary negligence; and I do further agree that, except in the event of ***Creekside Church*** and/or its ASSOCIATES' gross negligence and willful and wanton misconduct, I shall not bring any claims, demands, legal actions and causes of action, against ***Creekside Church*** and/or its ASSOCIATES as stated above in this clause, for any economic and/or non-economic losses due to bodily injury, death, property damage sustained by me, the organization I represent and/or my minor children and/or legal wards: if any, in relation to the premises and/or operations of ***Creekside Church.***

If I engage in any physical activity or use of anything in or on the ***Creekside Church*** facility or premises, I agree to do so at my own risk and assume the risk of any and all injury and/or damage. My assumption of risk includes, but is not limited to, my use of any ***Creekside Church*** sidewalk, parking lot, stairs, meeting room, kitchen, reception area, classrooms, youth rooms or any other room or equipment in the ***Creekside Church*** facility.

I agree that I am VOLUNTARILY using the ***Creekside Church*** facilities and premises and assume all risk of injury, harm, damage, or loss to me and my property that might result, including, without limitation, any loss or theft of any personal property. In the event of illness or injury, I authorize any official representative of ***Creekside Church*** to administer and/or secure medical treatment as deemed necessary by said representative.

This agreement shall be governed by the laws of the State of Minnesota. If any of its provisions are held to be invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate any of the other provisions of this Agreement, it being intended that the provisions of this Agreement are severable.

I attest that I am fit and prepared to use ***Creekside Church*** facilities.

**I ACKNOWLDEGE THAT I HAVE CAREFULLY READ THIS WAIVER AND RELEASE AND FULLY UNDERSTAND THAT IT IS A RELEASE OF LIABILITY AND EXPRESS ASSUMPTION OF RISK. I AM AWARE AND AGREE THAT BY SIGNING THIS WAIVER AND RELEASE, I AM GIVING UP MY RIGHT TO BRING LEGAL ACTION OR ASSERT A CLAIM AGAINST CREEKSIDE CHURCH FOR ITS NEGLIGENCE OR FOR ANY DEFECTIVE PRODUCT ON ITS PREMISES. I HAVE READ AND VOLUNTARILY SIGN THE WAIVER AND RELEASE AND FURTHER AGREE THAT NO ORAL REPRESENTATIONS, STATEMENTS OR INDUCEMENT APART FROM THE FOREGOING WRITTEN AGREEMENT HAVE BEEN MADE.**

Name of Organization: _____

Printed Name: _____

Signature: _____ Date: _____