

EVENT ROOM RESERVATION FORM

First Congregational United Church of Christ

310 Broadway Street – Eau Claire, WI 54703 Phone 715-834-2668 Fax 715-834-0218

(Please have this form into the church office one week prior to your meeting to guarantee your request.)

NAME OF INDIVIDUAL OR ORGANIZATION _____

PERSON IN CHARGE _____ PHONE _____

ADDRESS _____ E-MAIL _____

PURPOSE _____

DATE OF EVENT _____ HOURS _____ TO _____

NUMBER EXPECTED _____ SECURITY & LOCK-UP ? _____

FACILITIES:	Ingram Hall (no late night Sat.)	_____	Kitchen	_____
	Broadway Room	_____	Nursery	_____
	Sanctuary	_____	Chapel	_____
	Library	_____	Gathering Place	_____
			Choir Lounge	_____
	Other Room(s)	_____		

SPECIAL NEEDS: Number of Chairs _____

Number of Tables _____ Set up needed (*Complete separate form*)

KITCHEN EQUIPMENT: *Complete reverse side* _____➔

TECHNOLOGY EQUIPMENT: *Complete reverse side* _____➔

Charges: Charges are made according to use of facilities and time period. There will be an additional charge for the Custodian and/or Technician—see attached fee schedule for details. Additional charges are made for damage to appliances, equipment or building. It is understood that when kitchen facilities are used the kitchen will be left clean and in order. Please follow instructions posted in the kitchen.

Payment: Payment is expected by date of event. Make checks payable to:
First Congregational UCC
310 Broadway Street
Eau Claire, WI 54703

SIGNED _____

DATE _____

APPROVED _____

DATE _____

ROOM(S) _____

DATE _____
TIME _____

Technology/Equipment:

- _____ TV
- _____ DVD Player (No amplification/computer required)
- _____ Projector / _____ Technician
- _____ Laptop with PowerPoint (version?)
- _____ Microphones (Sanctuary, Chapel, Ingram Hall only)
_____ lapel _____ handheld _____ floor
- _____ Soundboard Technician
- _____ Extension cords

First Congregational UCC USE ONLY

Acceptable Use Policy for Wireless Internet

By using the wireless Internet connection made available by First Congregational United Church of Christ of Eau Claire (the Church), the user agrees to abide by the terms outlined in this policy. It is the responsibility of the user to understand these policies and to seek clarification/assistance from the office manager if necessary.

While using the wireless network at the Church, the user must refrain from viewing or transmitting inappropriate content that is not in accordance with the mission of this church. The user must also refrain from downloading pirated content, spamming, cyberbullying or any other illegal or harmful activities while using the wireless network.

This is a public, unsecured network. The user should refrain from sharing sensitive or personal information in order to protect privacy while using this connection.

Minors using the wireless network must be supervised by an adult at all times.

Use of the wireless network is at the user's risk. The Church is not responsible for any loss of data or theft or damage to personal equipment or software. We strongly recommend that the user run up-to-date anti-virus and firewall software on all wireless devices while using this network.

The Church reserves the right to monitor use of the wireless network and to revoke a user's access to it at any time. Any questions regarding this policy should be directed to the church's office manager at 715-834-2668.

It is understood that it is my responsibility to adhere to the terms outlined in the policy, and to communicate these terms if I share the wireless access information with other attendees.

Kitchen Equipment:

Special instructions:

