**UUFHC Property Use Request Form**

* Please submit this request form to the UUFHC Executive Board at board@uufhc.net
* Please submit at least one-week prior to your event date

**SECTION ONE: General Information**

Event Lead Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Attendees: \_\_\_\_\_\_\_\_\_\_ (please provide an estimate to the best of your ability)

\*NOTE – THE EVENT LEAD is to submit a full list of individuals in attendance to the board within 72 hours of the program completion to assist should contact tracing be required

**SECTION TWO: Having Youth on the premises**

Will youth be present at this activity? (Y/N)

* Youth in attendance of a church sanctioned event are the direct responsibility of the parent/guardian with whom they are attending.
* Events/activities planned specifically **for** youth must be submitted in coordination with the Faith Formation chair and follow all policies and requirements for the supervision of youth.

Is this a Faith Formation/ Youth Group activity? (Y/N)

If this **is** a Faith Formation/ Youth Group activity, please include an attached document that includes:

* Number of youth attending
* Specific plans for supervision of youth, (to include the number of adult group leaders)
* The age-range of the youth attending
* Plans to mitigate the lack of access to the building and its facilities (including bathroom)
* Safety and emergency plans
* Plans to ensure physical distancing, use of masks and other COVID-19 guidelines

**SECTION THREE: Responsibilities of Event Lead**

**Please initial acknowledgement of the following limitations:**

Building will be closed (to include bathrooms, kitchen, and other facilities) \_\_\_\_\_\_\_\_\_\_\_\_\_

Use of the playground is strictly prohibited \_\_\_\_\_\_\_\_\_\_\_\_\_

**Please initial acknowledgement of the following requirements:**

The Event Lead must be on the premises throughout the event \_\_\_\_\_\_\_\_\_\_\_\_\_

The Event Lead is responsible for ensuring all physical distancing requirements \_\_\_\_\_\_\_\_\_\_\_\_\_

The Event Lead has planned for safety and emergency preparedness \_\_\_\_\_\_\_\_\_\_\_\_\_

The Event Lead has planned for weather/heat and first aid \_\_\_\_\_\_\_\_\_\_\_\_\_

The Event Lead is responsible for all clean up \_\_\_\_\_\_\_\_\_\_\_\_\_

The Event Lead is responsible for ensuring all participants follow requirements \_\_\_\_\_\_\_\_\_\_\_\_\_

The Event Lead will submit an attendance list within 72 hours of the event \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Event Lead :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_

**OFFICIAL USE ONLY**

Board Approval: (Y/N)

Signature of Approving Board Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_