
Lakeview UCC Building Use Policy

1. Persons renting the facilities must be at least 18 years of age. A \$50 security deposit is due at time of reservation and will be refunded after event if building is left clean, orderly and undamaged. Any damage or loss occurring to the building, its contents or grounds shall be the responsibility of the user. The church reserves right to request reimbursement for damage.
2. To rent the building(s) contact the Church Office, (513-683-2073) to check availability. You will receive notification of availability as soon as possible and in due course.
3. No outside musician or audio/visual technician may be employed without the permission of the church administration.
4. When childcare is offered, the user shall provide at least two adult supervisors.
5. Use of alcoholic beverages is prohibited. Gum chewing is prohibited inside the buildings. Smoking is permitted only at designated areas outside.
6. Rice, confetti, glitter and sand are prohibited. Birdseed is permitted outdoors. Fireworks are prohibited.
7. Fire doors may not be propped open according to Fire Marshall regulations.
8. Functions should be scheduled 30 days in advance of the event. No date is considered secure until all paperwork and fees are submitted. No event may be scheduled more than six months in advance (excluding weddings).
9. Political fund-raising or rallies are prohibited.
10. Set-up and decorations for an event are the responsibility of the user. No decorations shall be attached in a way that would damage the facilities. Do not disturb church bulletin boards.
11. Remove all decorations, food and garbage. Remove all garbage to dumpsters located in the parking lot. Replace liners in trashcans. Turn off all lights including the restrooms. Dry mop all floors and wet mop spills. Wipe restroom counters, remove trash, and flush toilets. Close and lock all doors.

In the event of an emergency, call 911. Other contacts are:

(Building and Maintenance Chair)

(home)

(cell)

(Church Moderator).

(home)

(cell)

Lakeview United Church of Christ

8639 Columbia Road, Maineville, Ohio, Office Phone: 513-683-2073, Fax: 513-683-2032

email: lakeviewucc@fuse.net, website: lakeviewucc.com