

UU Church of Chattanooga
NonRental Church Event
Person-in-Charge (PIC) Form

BE SURE TO COMPLETELY FILL OUT (Three Pages) AND SIGN:

Thank you for planning a church event! This form is intended to provide information on steps that will lead to a successful event and approval of that event from the church's Board of Trustees. This form must be submitted to the Church Administrator for approval no later than ONE MONTH PRIOR to the event, so there is sufficient time to obtain approval, post it online and print it in the church bulletin. Entries preceded by * must be completed.

*Name of Event _____

*Date of Event _____ *Starting Time _____
*Ending Time _____

When first submitting this form, if you are unsure of the exact time of day but know the part of day (i.e., morning, afternoon, evening, morning through early afternoon, etc.), please state this. The BOT will need a specific timeframe when your form is returned to you for either approval or clarification in the event of other approved events on the same day.

*Person in Charge (PIC) _____ *Email _____

*Home Phone _____ *Cell Phone _____

Backup PIC _____ Email _____

Home Phone _____ Cell Phone _____

*Event Plan (Purpose of Event?)

Before answering the remaining questions, please read the UUCC Facility Use Policy (available on the church's website or from the church administrator). Specifically, those sections on: General Policy; Facility Use Priorities (including Appendix A); and Alcohol Policies and Procedures contain important information for those planning an event.

*Is this event being sponsored by a UUCC committee? ___ Yes ___ No

*If yes, the sponsoring committee is _____

If yes, the chair of the sponsoring committee must sign this form below. The chair's signature signifies that the committee is sponsoring this event and approves all details of the event plan presented on this PIC Form.

* Does this event impact any other church activities or groups? (Please review the church calendar)
_____ Yes _____ No

*If, yes, please have the persons responsible for these activities or groups sign this form below and indicate whether they support or do not support this event, including all the details of the event plan presented on this PIC Form.

For example: A church committee is sponsoring a nonmember to present an evening concert at the church. The committee also wishes this musician to perform during a Sunday service. In this case, the Minister and the Director of Music should sign this form below and indicate whether they support or do not support the musician performing during a church service.

*Will event require childcare? _____ *If yes, have you contacted the approved church caregivers and had the expense approved? Yes _____ No _____

*Will the event require a sexton (overseer of the maintenance of the church)? Yes _____ - No _____

*If yes, has the sexton been arranged through Church Administrator? Yes _____ No _____

*Will you need audiovisual equipment? Yes _____ No _____

If yes, describe _____

*Is transportation required? Yes _____ No _____ If yes, please supply details below.

For a successful and productive event it is important to remember that the PIC is responsible for full coverage and oversight of the entire event. This includes cleaning and locking the church and providing for the needs of those who are scheduled to attend the event. You will be informed when the proposed event is approved and officially placed on the calendar. We suggest you fill in and submit your reservation as soon as possible. Even as much as one year in advance is not unreasonable.

If you need help answering the following, ask the Treasurer. She/He will be glad to help.

*Are there expenses and/or income involved in this event? Yes _____ No _____

*If you checked yes, you must answer the following questions:

* What is your best estimate of the cost for this event? _____

* To what account do you plan to charge the costs? _____

* Is there enough money in that account to readily fund the event? Yes _____ *No _____
(If you answered "no" here, you will need to approach the BOT before proceeding)

Please note that an invoice or bill for goods or services will be required for payment directly by the Church or receipts or cash register tickets for payment, if reimbursing you.

*Do you require a check for payment of a performer on the day of the event? Yes _____ No _____

*Are you anticipating income from the event? Yes _____ No _____

*If yes, to what account should this income be credited? _____

*If you anticipate income, will it be “in and out” (to cover expenses), sheer profit (no expenses), or a mix of the two (income exceeds expenses)?

In-&-Out ___ Profit only ___ Both In-&-Out and Profit ___

Signature of PIC (Person in Charge)

Date

Signature of Chair of Sponsoring Committee

Date

Signature(s) of Impacted Church Activities or Groups

Date

Signature of VicePresident with bookkeeping account affected by this activity

Date

If a reserved space becomes unavailable due to unplanned maintenance, every effort will be made to provide alternate accommodations.

UUCU reserves the right to revoke any space use agreement without cause

<p><i>This section is for OFFICE USE only.</i></p> <p>Event has been cleared and noted on the church calendar ___ Yes ___ No, there is a conflict.</p> <p>What budget accounts are involved in this event? _____</p> <p>Has the PIC been informed ___ No ___ Yes, by (circle one) Phone Person Email</p> <p>Has the ___ Minister, ___ BOT, or ___ appropriate Board Member been informed of event?</p> <p>Do they need a check on the day of performance? ___ No ___ Yes</p> <p>Does the event need a Sexton? ___ No ___ Yes Has a sexton been arranged? ___ No ___ Yes</p> <p>Does the event need Sound Tech? ___ No ___ Yes Has a Tech been arranged? ___ No ___ Yes</p>
