

HILL POINT CHURCH FACILITY USE RENTAL AGREEMENT

(updated 2-11-2009)

- WHY** - COMMUNICATION WITH THE OFFICE SO WE CAN ANSWER QUESTIONS WHEN ASKED.
- INFORMATION FOR THE CUSTODIAN IF CHURCH FACILITIES ARE BEING USED
- RECORD OF AN OFFICIAL EVENT IN CASE OF ACCIDENT OR FOR INSURANCE CLAIM

INFORMATION

DATE OF REQUEST _____
DATE (S) OF EVENT _____ (Use other side if additional space is needed)
(Please complete and submit to the Church office at least two weeks in advance of event).

NAME OF GROUP _____
GROUP LEADER'S NAME _____ PHONE _____
ADDRESS _____

TIME OF EVENT FROM: _____ TO: _____ **On Saturdays the Worship Center must be cleaned and vacated by 2:30 pm to allow for preparation for Sunday morning services. All other events must be concluded no later than 9:00 P.M.**

TIME OF ARRIVAL AT CHURCH _____ TIME EVENT WILL BE CONCLUDED _____

DO YOU NEED TO MAKE ADVANCE PREPARATIONS IN THE BUILDING? YES ___ NO ___

IF YES, WHEN DO YOU WISH TO PREPARE? DATE _____ TIME: (FROM) _____ (TO) _____

DESCRIBE THE NATURE OF THE PREPARATIONS _____

TYPE OF ACTIVITY _____

IS THERE GOING TO BE A COST FOR THOSE ATTENDING? _____ IF SO, HOW MUCH? _____

ESTIMATED ATTENDANCE _____

PLEASE CHECK CHURCH FACILITIES NEEDED:

WORSHIP CENTER _____ SOUND _____ AUDIOVISUAL EQUIPMENT _____

OTHER EXPLAIN _____

219 - FELLOWSHIP HALL _____ MAIN KITCHEN _____

203 - PARLOR _____ PARLOR KITCHENETTE _____

207 - TODDLER _____ 213 - CLUB HOUSE _____

208 - NURSERY _____ 215 - ART SHACK _____

210 - INFANTS _____ 217 - BACK YARD _____

211 - CENTER STAGE _____ 119 YOUTH CENTER (LOWER LEVEL) _____

PLEASE NOTE:

1. BEFORE YOU SCHEDULE AN EVENT, PLEASE CLEAR THE DATE WITH OUR CHURCH SECRETARY FOR INCLUSION ON THE CHURCH CALENDAR.
2. FACILITY IS NOT BOOKED UNTIL FORM IS COMPLETED AND APPROVED, EVEN THOUGH PHONE CONFIRMATION OF TIME AND AVAILABILITY OF FACILITIES IS GIVEN.
3. GROUPS USING HILL POINT FACILITIES ON FRIDAY NIGHT OR SATURDAY WILL BE REQUIRED TO SET UP THE ROOMS FOR SUNDAY SCHOOL BEFORE THEY LEAVE.
4. PLEASE NOTIFY THE CHURCH OFFICE IF IT BECOMES NECESSARY TO MAKE ANY CHANGES IN PLANS.
5. ALL GROUPS MUST LEAVE THE FACILITY IN THE SAME CONDITION IN WHICH THEY FOUND IT. ANY CLEANING UP MUST BE DONE BY THOSE WHO USE THE FACILITY.

DATE RECEIVED IN CHURCH OFFICE _____

ELDER COUNCIL/PASTOR APPROVED _____

DATE _____ BY _____

ELDER COUNCIL/PASTOR DISAPPROVED _____

DATE _____ BY _____

REASON FOR DISAPPROVAL _____

DEPOSIT RECEIVED _____ (make check payable to Hill Point Church.)BALANCE REC'D. _____