



HBC MINISTRY RESERVATION FORM

****Should your event cancel or change, please contact the church office as soon as possible.****

****Return your completed form to the church administrator.****

Your name _____ Today's Date _____ Email Address _____ Cell Phone _____

Our activity or event is: **On campus (proceed to Box A)** **Off campus (proceed to Box B)**

Box A (on campus activities) – Please PRINT LEGIBLY

Please check one: This is a one-time activity/event This is an ongoing or short-term activity/event

Name of activity/event: _____

Ministry sponsoring: _____

Beginning date (& ending date(s) if applicable): _____

Number of people expected: _____

Start & end time of activity: _____ (these are the times to be advertised)

Time your ministry will be entering/exiting the building (these times include setup and cleanup) _____

Will your event include a guest speaker? Yes No Have you had them pre-approved by the elders? Yes No

Rooms needed: Main sanctuary Fellowship hall Kitchen Chapel Fireplace Room

Balcony Rm Classroom(s) _____ (which ones and/or how many?)

Equipment needed: TV DVD Piano Organ

Services required: Microphones/Audio Video/Power Point Nursery Hospitality Committee (for food preparation) Setup/Breakdown of Furniture (i.e. tables/chairs in fellowship hall).

If so, what type of setup/breakdown do you need?

I, _____, will be the accountable person for this event. I will be responsible for: (1) leaving the room(s) in order; (2) disposing of trash; (3) if kitchen is used, it shall be cleaned; (4) if supplies are used, they shall be put back in their storage places; (5) turning off lights.

Box B (off campus activities) – Please PRINT LEGIBLY

Please check one: This is a one-time activity/event This is an ongoing or short-term activity/event

Name of activity/event: _____

Ministry sponsoring: _____

Location of activity/event: _____

Number of people expected: _____

Beginning date/time (& ending date/time(s) if applicable): _____

Will your ministry need access to the church at any time? Yes No Details _____