



HBC MINISTRY RESERVATION FORM

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

Your name _____ Day phone _____ Evening phone _____ Email Address _____ Today's date _____

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

Box A (on campus activities) 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) _____ # 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: Overhead projector TV/VCR 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? _____

Advertising the event: bulletin CHIMES sign-up sheet PowerPoint screen during service

Here's the info I need on my sign-up sheet (e.g., name, phone, how many attending) _____

Is there a cost involved? How much? _____ Due when? _____ Give to whom? _____

Do you have a church key to gain access to the building and to lock up when you're finished? Yes No

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 including bathrooms; (6) locking all outside doors.

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 _____ # of people expected _____

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

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

Advertising the event: bulletin sign-up sheet PowerPoint screen during service

Here's the info I need on my sign-up sheet (e.g., name, phone, how many attending) _____

Is there a cost involved? How much? _____ Due when? _____ Give to whom? _____

Will your ministry need access to the church building at any time during this activity/event? Yes No Details _____

If yes, do have a church key to gain access to the building and to lock up when you're finished? Yes No

Will you need access to a church vehicle? Bus Van *If so, please complete information on back of this page.*

HBC VEHICLE USE REQUEST

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

Driver(s) name(s) _____

Vehicle Requested: bus van Date(s) of Activity _____

Name of Your Activity _____

Location of activity/event _____

Time You Will Need Vehicle _____ Time You Will Return Vehicle _____

If overnight, please give details _____

If you are going out of town, please state where you will be _____

It is your responsibility to:

- 1. call the church office to make arrangements to pick up vehicle keys, gas card and HBC Vehicle Use Record prior to departure.**
- 2. return the vehicle clean and with at least ½ tank of gas.**
- 3. empty the trash.**
- 4. inform the church office if there is a problem with the vehicle.**
- 5. turn in a completed HBC Vehicle Use Record to the church office immediately upon your return.**

Your ability to use the vehicle in the future depends upon on how you return it after your use.

Today's Date

Name and phone number of driver (please print)