

Hills View Church Facility Reservation Request & Agreement Form (Member or Regular Attendee of Hills View)

Hills View Church Family Usage: Functions that are not originated by one of Hills View Ministries but organized by a member or regular attendee of our church family, i.e. showers, family reunions, etc. (Separate Form for weddings) A Pastor, Elder or Official Designee must approve all uses of church facilities for Ministries of Hills View, Members of Hills View and Regular attendees prior to scheduling. The Hills View EFC Church – Facilities Use Policy & Procedure is the primary policy & procedure document and contains the priority of use for the church. All events scheduled on first come- first served basis. Complete and return to Leann Hollinshead or email: leannahollinshead@gmail.com

Event Overview: _____

Special Needs If Any: _____ How many people do you expect to attend: _____

What part of the building are you requesting to use: _____ Main Auditorium, _____ Meeting Room

Date & Time Requested: From _____ to _____

User/Person in Charge (Name & Phone #) _____ Email _____

I agree to abide with all Church Policies & Responsibilities: _____

Approved By: _____	Date: _____	Signature _____	Date _____
Pastor or Designee		Key Fob _____	Yes, _____ No _____
		Temp. To be Returned by _____	

Responsibilities:

- Sound/video System:** Audio and video may only be used with an appropriately trained person. A TV and DVD player is available in office meeting room.
- Fellowship Use:** You are free to move furniture around to suit your event. However, you will need to return rooms to standard configuration when you done. Additional tables, chairs, etc., can be found in the storage area. Do not post or tape any material to walls or sound panels. After your event it will be the responsibility of the person in charge of the event to put the facility back into order. Vacuum, sweep, clean, empty garbage etc. as needed. There are cleaning supplies under the sink. Brooms, mops and a vacuum cleaner and floor sweeper can be found in the locker room. All furniture is to be returned to the standard configuration (diagram located in the office) regardless of how you found it.
- Kitchen Use:** The facility is not equipped with a standard use kitchen. It is best suited for catered in food. However, you are welcome to use the counter area to serve food and make coffee. There are coffee makers/dispensers available for use. Some serving utensils are available for use but you will need to provide your own plates, cups, silverware, napkins, etc.
- Nursery Use:** The small meeting room doubles as a nursery. There are toys available in the nursery room. When your event is over, please put toys away, general clean-up and remove all dirty diapers. Please provide your own nursery supervision.
- Supervision:** Please provide proper supervision for your event. A great deal of expense and time is spent each year on building maintenance. Consequently the help of each person is vital to being proper stewards of God's provision. The person in charge is responsible to see that all planned uses of the facilities are consistent with the church's faith and practice.
- Damage Assessment:** Damage to the church property caused by the user, any contractor, or any employee of the user, or any person attending the event will be charged to the user.
- Please remember that use of alcohol and tobacco is not permitted in this facility.