

Hills View Church Facility Reservation Request & Agreement Form (Ministries of Hills View)

Hills View MINISTRY USAGE: a ministry event which involves a segment of or the entire congregation. A pastor, official designee or elder 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

Ministry 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

Dates & Times Requested: From _____ to _____

How often would you need to use the building: _____ Once, _____ Weekly, _____ Monthly, _____ Other

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 _____

Planning Team Responsibilities: _____ Approved for continued use

You are free to move furniture around to suit your event. However, you will need to return rooms to standard configuration when you are done. Additional tables, chairs, etc., can be found in the storage area. Do not post or tape any material to walls or sound panels.

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 and water dispensers available for use. Some serving utensils are available for use. Disposable plates, coffee, coffee cups and plastic utensils are also available.

Audio and video in the main auditorium may only be used with an appropriately trained person. A TV and DVD player is available in office meeting room.

Childcare: Please read the Hills View Childcare Policy & Guidelines. Childcare for church ministry activities needs to also abide by the policies therein. Please provide your own nursery supervision. The small meeting room doubles as a nursery. There are toys available. When your event is over, please put toys away, general clean-up and remove all dirty diapers.

After your event it will be the responsibility of the ministry hosting 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.

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 ministry is vital to being proper stewards of God's provision. Please remember that use of alcohol and tobacco is not permitted in this facility.