

Facility Usage Request

(This form should be completed by outside groups wishing to use HTELC's facility or for events sponsored by active HTELC members that involve a high percentage of non-members.)

Revised June 16, 2010

Today's Date _____ Organization's Name _____

Mailing Address _____

Contact Name _____ Contact E-mail _____

Contact Telephone Numbers (home/cell/office) _____

Contact Address _____

Facilities desired (check all that apply.) An asterisk denotes a suggested donation for the use of a room within the Education Building.

- Fellowship Hall (\$50*) Overflow Room (\$25*) Kitchen (\$50*)
 Classrooms (\$10 each*) Please note number of classrooms needed: _____
 Sanctuary (\$250) Use of the grand piano (There is no charge for the use of the grand piano, but the instrument can only be moved or tuned under the supervision of the Director of Music.)
 Sound system (\$50 *per rehearsal or performance/event*). This fee covers sound system setup, operation and breakdown for up to three hours per rehearsal or performance/event. Sound operations required beyond three hours are chargeable at a rate of \$20 per hour or any portion of any hour. *The church only permits one of its trained personnel to operate the sound system in the Sanctuary or the Fellowship Hall.*

Janitorial Service: If an activity is scheduled when janitorial service is not normally available, i.e., Friday evenings and all day on Saturday, a **fee of \$75 may be assessed** if the event sponsor is not able/willing to complete the janitorial duties listed on page 3 of the facility usage guidelines. If the event is held when janitorial service is normally available but the event planners are not able/willing to wipe up spills, put trash in dumpster, etc., a janitorial fee of \$75 may be assessed.

Purpose of Gathering _____

Will food and/or beverages be consumed? Yes No (Please note that only the Fellowship Hall and Overflow Room are available for groups wishing to consume food and nonalcoholic beverages.)

Frequency of Use

One time Monthly Bi-weekly Weekly Other _____

Date of one-time activity _____ Start/end time of activity _____

Activities are to be concluded by 10 p.m., Sunday through Friday; events on Saturday must end by 9 p.m.

For all but "one-time" activities, please list the day(s) of the week and the time that your group would be meeting.

Day(s) _____ Start/end time of activity _____

Type of Organization: Student Church (non-Holy Trinity) Community/Non-profit

Number of people expected at activity _____

For office use only

Approved Date _____ Noted on church activities calendar
 Declined Date _____ Reason _____