

BUILDING USE REQUEST

This form must be **completed and returned to the Church Office** for approval before any activity will be placed on the Hillside calendar.

Sponsoring Department/Organization _____ Date of Request _____

Contact Person _____

Address _____

Phone _____ Cell _____ Email _____

Event Information/Scheduling

Description of Event _____

Date of Event _____ Expected Attendance _____

Starting Time _____ Ending Time _____

Set Up Time _____ Take Down Time _____

Facilities Requested (check all that apply)

Kitchen

Worship Center

Set-up for tables & chairs requested

AV equipment requested

For set-up of tables & chairs and/or use of sound equipment, complete *Set-Up Request* on back of this form. Additional fees required.

Classroom(s) (Rooms 101-108). Specify room(s) _____

Lower Level

I have read the guidelines regarding the security deposit, fees and terms of use of the facilities of Hillside Church and I do hereby agree to abide by them and ensure that members of my group abide by them.

Signature _____ **Date** _____

For Office Use					
<input type="checkbox"/> Member	<input type="checkbox"/> Non-Member	Approved by _____	Placed on calendar by _____		
Deposit Amt.	\$ _____	Building Use Fees	\$ _____	Custodial Fees	\$ _____
Check # _____		A-V Fees	\$ _____	Set-up Fees	\$ _____
Date Received _____		Total Fees Due	\$ _____	Total Custodial Fees Due	\$ _____
Amt. Refunded \$ _____		Date Received _____		Date Received _____	
Date Refunded _____		<input type="checkbox"/> Key Issued	<input type="checkbox"/> Key Returned	Date Returned _____	
Reason for Refund _____		AV Tech		AV Fees Due/	
				Date Received _____	/

WORSHIP CENTER SET-UP REQUEST

The standard configuration of the Worship Center is the one used for the Sunday morning worship service. Rearrangements fees are charged when furniture is rearranged and/or returned to this standard configuration by the church custodian. Rearrangement fees are paid directly to the church custodian. See Building Use Policy, Part C for the fee schedule.

Usage of the Stage area in the Worship Center is only allowed upon request. Musical instruments cannot be removed from the stage. However, the instruments can be moved to the back of the stage by HillSong representatives and concealed by protective panels. The grand piano cannot be moved behind the panels. Additional fees will be charged for moving instruments. See Building Use Policy, Part C for the fee schedule.

Furniture Set-up requested:

- # of Circular Tables _____
- # of Rectangular Tables _____
- # of Chairs (8 chairs per circular table) _____
- Concealment of instruments

Audio-Visual Equipment requested (Sound Technician is required for use of any of the following equipment):

- Podium microphone – no charge
- Microphone with floor stand
of mics _____
- Wireless lapel microphone
- CD Player – no charge
- Video projection system (DVD player, computer system, projection screen)

Please sketch a set up below

