

# Hope's Point Baptist Church Facility Usage Request

**We do not host regular, ongoing meetings outside of Hope's Point events. Facility rental is considered for Evangelical faith based groups only.**

## PLEASE NOTE:

- Complete and return this form to Scott Todd at least one month prior to your event.
- In observance of major holidays, the church campus will be closed and no events or meetings will be permitted. Please watch the church website for announcements regarding office closures.
- The church must approve all events before any facilities will be reserved.
- You may only book for up to one year at a time. At which time, you will need to resubmit a form.

## **Contact Information**

Contact Person: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **Event Details**

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of People Expected: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Amount of Set-Up Time Needed: \_\_\_\_\_ Amount of Tear-Down Time Needed: \_\_\_\_\_

## **Location(s) Needed**

\_\_\_\_ Worship Center

\_\_\_\_ Hope's Perk (Coffee Shop)

\_\_\_\_ Kitchen

## **Equipment/Services Requested**

\_\_\_\_ Audio/Video/Sound Technician

\_\_\_\_\_ Keyboard (worship center only)

\_\_\_\_\_ TV

**When Hope's Perk is used for banquets, there is a maximum of 80 people allowed. Tables and chairs are stored off site. There will be an additional fee for table and chair usage.**

NOTE: We do not deliver tables and chairs, set-up or tear down. You are responsible for delivery, set-up and returning everything to storage.

Quantity Needed:

\_\_\_\_\_ Round tables

\_\_\_\_\_ Rectangle tables

\_\_\_\_\_ Chairs

### **Mandatory Non-Hope's Point Event Fees**

To be initialed by Hope's Point administration as fees are paid:

\_\_\_\_\_ \$175 worship center fee for custodial staff

\_\_\_\_\_ \$125 coffee shop/kitchen fee for custodial staff

\_\_\_\_\_ \$100 fee for table and chair rental (you are responsible for delivery, set-up and returning everything to storage. Someone will meet you at the storage unit for pick up and return).

\_\_\_\_\_ \$200 fee for Audio/Video Technician for up to 4 hours \$50/hr after (only if needed). Only a Hope's Point audio/video technician is allowed to run the system.

\_\_\_\_\_ \$100 fee for access to building (only if Audio/Video technician is not present). Someone will let you in and lock up behind you.

**By signing below, I am stating that I have read and agree to adhere to everything in the above document, as well as the attached Security Procedures and Stipulations (please retain a copy for your records).**

Print Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

### **For Office Use Only:**

Approved or Not Approved \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Fees Received:

\_\_\_\_\_ \$175 worship center custodial fee

\_\_\_\_\_ \$125 family life center custodial fee

\_\_\_\_\_ \$100 table and chair rental fee

\_\_\_\_\_ \$200 audio/video technician fee

\_\_\_\_\_ \$100 access fee (if no audio/video technician)

# **Hope's Point Baptist Church Facilities Request**

## **Security Procedures and Stipulations**

### **Please Read the Following Carefully:**

- No smoking is allowed inside any building.
- Remove all tape used on the walls.
- Replace all furnishings you move to their original positions.
- If necessary, wipe tables and chairs clean before returning to storage.
- Do not leave any food in any of the facilities.
- Do not store any items in our building without approval from office staff.
- Children must be under adult supervision at all times, both inside and outside, limited to one area, and not allowed to roam.
- Be sure all lights are turned off.
- Be sure no toilets or sinks are running when you leave.
- Do NOT adjust any thermostats.
- Be sure to remove all trash from the building.

If you have any problems in any of these areas or are aware of any irregularities, please do not hesitate to call the church office at 317.392.1181.

Thank you for your attention to these very important details and for your cooperation.