

Heartland Community Church—Request for CHURCH FACILITIES

Please print; fill out ALL information; and read Page 2 of this document.

DATE filling out form: _____	Total Time Needed (include set-up & clean-up):
Organization/Event: _____	From: _____ am/pm To: _____ am/pm
Date of Event: _____ <input type="checkbox"/> One-time Use	(set up for events on Sundays may not begin prior to 12:30pm)
OR	Event Begins: _____ am/pm
Date of 1st session: _____ <input type="checkbox"/> Weekly	Event Ends: _____ am/pm
Date of last session: _____ <input type="checkbox"/> Monthly	GROUP SIZE: _____ HCC Member: <input type="checkbox"/> Yes/ <input type="checkbox"/> No

This event is (check one): Ministry Community School Personal

Are children going to be in the building? NO / YES—If yes, they must have adult supervision at all times!

Rooms Requested: (Please use ONLY the rooms you have reserved):	Please give a brief description of your event:
Description	_____
<input type="checkbox"/> Gathering Area <input type="checkbox"/> Worship Center	_____
<input type="checkbox"/> Library <input type="checkbox"/> Prayer Chapel	_____
<input type="checkbox"/> Nursery <input type="checkbox"/> Kitchen	_____
<input type="checkbox"/> Classroom(s) <input type="checkbox"/> Youth Room/Large Screen TV	_____
C&W _____	<input type="checkbox"/> Will food be served at your event? Y/N
PreK _____	<input type="checkbox"/> Will admission be charged? Y/N
One Room Classroom _____	

Set-Up Instructions: _____

- | | |
|--|---|
| <input type="checkbox"/> Round Tables: # _____ | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Long Tables: # _____ | <input type="checkbox"/> Easel for Paper |
| <input type="checkbox"/> Chairs: # _____ | <input type="checkbox"/> Whiteboard |
| <input type="checkbox"/> Portable PA System | <input type="checkbox"/> Sound System (HCC A/V Tech Required) |
| <input type="checkbox"/> Podium | |
| <input type="checkbox"/> Computer/Projector | |
| <input type="checkbox"/> VCR / DVD Player | |
| <input type="checkbox"/> Music Stands: # _____ | |

Diagram for Room _____

*FEES:	<input type="checkbox"/> \$50 Custodial Fee	\$ _____
	<input type="checkbox"/> \$50 Refundable Deposit to reserve/security deposit	\$ _____
	<input type="checkbox"/> \$25 Refundable Key Deposit (key due 1st business day following event)	\$ _____
	<input type="checkbox"/> \$50 Fee for use of the Worship Center	\$ _____
	<input type="checkbox"/> \$50 Fee for use of the Gathering Area	\$ _____
	<input type="checkbox"/> \$25 Fee for use of the Kitchen	\$ _____
	<input type="checkbox"/> \$25 Fee for use of the classrooms x _____	\$ _____
	*Checks payable to Heartland Community Church TOTAL DUE:	\$ _____

Received By: _____ Check #: _____ Date: _____

YOUR CONTACT INFORMATION:

Name: _____ E-Mail Address: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

HCC STAFF CONTACT PERSON: _____

SIGNATURE (Required)—Must be signed by a person at least 21 years of age): _____

OFFICE USE ONLY: Request <input type="checkbox"/> Granted <input type="checkbox"/> Denied _____	Date _____
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HEARTLAND *Community Church*

Important Things for You to Know

The REQUEST FOR CHURCH FACILITIES portion of this document must be filled out and returned for approval before any event can be put on our calendar.

The following guidelines must be followed.

1. The general mission of an organization or group should be compatible with the mission of Heartland Community Church.
2. No tobacco, alcohol, drugs or weapons on Heartland Community property—inside or out.
3. Please make sure the participants are not under the influence of drugs or alcohol — don't hesitate to send someone home or refuse admittance. *HCC reserves the right to cancel your event if persons are deemed under the influence of drugs or alcohol and all fees and deposits will be retained by HCC.*
4. Music played by live bands, or recordings, must not contradict the Christian morals and values that Heartland Community Church represents (contact Pastor Brandon/Stephanie with questions).
5. No loud music or noise- inside or outside- after 10:00 p.m. on Friday or Saturday nights (9:00 p.m. on week nights).
6. Use only the rooms you have reserved. Children must be well-supervised by an adult and not allowed to be in areas that have not been reserved by you.
7. Cancel in advance any rooms you will not be using, or if your event is canceled, notify the office.
8. Each group should clean up and leave the facility as good as they found it.
9. All should be respectful of HCC property.
10. The church reserves the right to refuse use to those who break these rules.
11. An adult must sign this form in advance.
12. Even though you have reserved a specific room, your event might be moved to another room.
13. Events taking place on a Sunday may not begin set up prior to 12:30 PM.
14. Please do not change the thermostats. They are preprogrammed and will be adjusted by HCC staff if necessary.

If you are having any problems with the facility, with other parties, or with unruly participants, please follow these contacts in order until you've reached someone. Phones are located in the office, the airlock and the Library.

In the case of an emergency, call 911.

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| 1. Check the church for a staff person | 2. Dan Galema, 765.426.0101 |
| 3. Joe Pruitt, 765.427.6479 | 4. Julie Wonnacott 765.479.4773 |

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