Heartland Community Church Request For Church Facilities

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

Date of Event:_____ ☐One-time use

Date of 1st Session: _____ ☐Weekly

Last Session: _____ ☐Monthly

Group Size: _____ **HCC Member** Y/N

Total Time Needed(include set-up & clean-up) :
(Events on Sundays must begin after 12:30pm)

From:_____ am/pm **To:**_____ am/pm

Event Begins:_____ am/pm Event Ends:_____ am/pm

This event is: ☐Ministry ☐Community ☐ School ☐Personal

Are children going to be in the building? Y/N **If yes, they must have adult supervision at all times!**

Rooms Requested: (Please only use the rooms you have reserved)

☐Gathering Area ☐Worship Center

☐Library ☐Prayer Chapel

☐Nursery ☐Kitchen

☐Classroom(s) ☐Youth Room/ Large Screen

Brief description of your event:

_____

_____

_____

_____

Will food be served? Y/N

Will admission be charged? Y/N

Will you be setting up and taking down the tables and chairs? (additional fee applies if not) Y/N **Setup instructions:**_____

_____

Diagram For Room

☐Round Tables (6): #

☐Long 8' Tables (18): #

☐Chairs (160):#

☐Sound System (HCC A/V Tech Req'd)

☐Podium

☐Computer/Projector

☐VCR/DVD Player

☐Music Stands: #

☐Screen

☐Easel For Paper

☐Whiteboard

❑ $50 Custodial Fee $_____

❑$50 Refundable Deposit to reserve/security deposit $_____

❑$25 Refundable Key Deposit (key due 1st business day following event) $_____

❑$50 Fee for use of the Worship Center $_____

❑$50 Fee for use of the Gathering Area or $75 if HCC is responsible for set-up/tear down $_____

❑$25 Fee for use of the Kitchen $_____

❑$25 Fee for use of the classrooms $_____

***Checks Payable to Heartland Community Church**

Total Due $_____

Received By: _____ Check #_____ Deposit Check #_____ Date:_____

Your Contact Information:

Name:_____ Email: _____

Address: _____

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

HCC Staff Contact Person:_____

I have read and agree to the attached guidelines (page 2) for using Heartland Community Church for my event. ☐

Signature(required) must be at least 21 years of age: _____**Date:** _____

OFFICE USE ONLY: Request ☐Granted ☐Denied _____ **Date:** _____

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 our Pastor if you have 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 weeknights).
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 any rooms you will not be using in advance, 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. Events taking place on a Sunday may not begin set up prior to 12:30 PM.
13. Please do not change the thermostats. They are pre-programmed and will be adjusted by HCC staff if necessary.

Fees are waived for HCC members and/or those who are actively involved in the ministry of HCC.

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. There is a phone in the administrative office. In the case of an emergency, call 911.

1. Check the church for a staff person
2. Dan Galema, 765.426.0101
3. Joe Pruitt, 765.427.6479
4. Administrative Assistant, 765.838.3971

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