

**FACILITIES USE   
REQUEST FORM**

Please submit at least 2 weeks in advance to office.hillsidebible@gmail.com,   
or drop off in our office mail slot.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hillside Member/Attender Y or N

Date(s) requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time(s) requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(include set up needs, for example decorating or wedding rehearsal the day before)*

Occasion for use (church ministry, community event, sports, shower, wedding, graduation, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated number of attendees\_\_\_\_\_\_\_\_\_ Best date/time for walk through\_\_\_\_\_\_\_\_\_\_\_

Church property/areas you wish to use (mark all that apply)

|  |  |
| --- | --- |
| Sanctuary (fees may apply)  \_\_Sound \_\_Lights \_\_Computer \_\_Projector  Gym  Lobby (Coffee Area? Y or N )  Van(s) (church events only)  Round Tables Rectangular Tables Chairs | Adult Classrooms  \_\_10 \_\_11 \_\_12 \_\_13  North Campus  Kitchen (linen cleaning fee may apply)  \_\_Stove \_\_Chafers \_\_Linens \_\_Table linens  Nursery Children’s classrooms |

**I have read the attached instructions and will adhere to all the requirements of facility and church property usage.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HILLSIDE BIBLE CHURCH Facility Use Policy**

*(Please read the following usage requirements and guidelines and keep a copy for reference.)*

HILLSIDE BIBLE CHURCH exists to serve God and bring Him glory in all that we do. Therefore, we practice good stewardship--sharing and caring for the facilities-- and invite you to do the same by honoring the following policies:

* Any use of the facilities requires prior approval from the Hillside office staff.
* If approved, applicant will need to participate in a building walk-through and any necessary training prior to the event.
* We do approve long-term commitments for use; however, from time to time church-related ministry needs (funerals, for example) may conflict. **The ministry need would take precedence.** We will notify you as soon as possible.
* Hillside ministries may have additional resources available. Please ask!

**Sanctuary**

* There will be a fee of $\_\_\_\_\_\_ to use this room. This covers the cost of setting and/or resetting the room, as well as offsetting the cost of cleaning. Use of table linens will add $\_\_\_\_\_ to the fee. We will review the use of linens during your walk-through.
* We will provide a standard audience, table seating, or wedding seating arrangement for your event. Changing the seating will add to the fee.
* You must use our technical staff to operate sound, lights, projectors, or computers.

When your event is over, please:

* Empty any garbage cans used and return them to their original location.
* Put trash in the dumpster in the parking lot.

**Gym**

**Sports**

The closet in the gym contains equipment available for use.

When your event is over, please:

* Return equipment to its original location.
* Use the push brooms to sweep the floors.
* Empty any garbage cans used and return them to their original location.
* Put trash in the dumpster in the parking lot.

**Parties/Receptions**

* We have \_\_ number of round tables, \_\_ number of 6’ rectangular tables, \_\_ number of 8’ tables, and \_\_ folding chairs.
* Table linens are available for use. There is a laundering fee of $\_\_\_.

When your event is over, please:

* Clean any used tables/chairs. Reset the gym/lobby as per the diagram and return the rest of the tables/chairs to their original location(s).
* Use the push brooms to sweep the floors.
* Empty any garbage cans used and return them to their original location.
* Put trash in the dumpster in the parking lot.

**Lobby**

* Tables and chairs may be set up in the lobby for parties and other events. Table linens are available for use. There is a laundering fee of $\_\_\_.
* Training is required to use the commercial coffee maker and equipment in the lobby. If you’ve indicated you would like to use them, we will do that during the walk-through.

When your event is over, please:

* Clean and return any chairs/tables used to their original location(s).
* Use the vacuum cleaner in the janitor’s closet and vacuum the floor.
* Empty any garbage cans used and return them to their original location.
* Put trash in the dumpster in the parking lot.

**Kitchen**Equipment available for use in the kitchen includes the stove and oven, refrigerators, flatware, coffee percolators, drink dispensers, steam table trays, and serving dishes. *It does not include paper products (plates, cups, napkins), sterno, disposable pans, or food and drink items.*

Training is required for lighting the stove/oven. The gas main to the stove/oven is always turned off unless it is in use.

When your event is over, please:

* Wash, dry, and put away all the dishes/equipment.
* Turn off the gas to the stove/oven.
* Empty all trash and take it to the dumpster in the parking lot.
* Rinse out sinks and wipe down counters.
* Sweep the floor.

**Adult Classroom(s)**

* Tables and chairs may be set up in a classroom for parties and other events. Table linens are available for use. There is a laundering fee of $\_\_\_.
* Many classrooms are outfitted with a small automatic drip coffeepot available for use. The sponsor is responsible for supplying paper products, coffee, and coffee service (cream, sugar, etc.).

When your event is over, please:

* Clean and reset the room according to the diagram. Return any additional chairs/tables used to their original location(s).
* Clean the coffeepot if used.
* Use the vacuum cleaner in the janitor’s closet and vacuum the floor.
* Empty any garbage cans used and return them to their original location.
* Put trash in the dumpster in the parking lot.

**Children’s Classroom(s) and Nursery**

Tables and chairs may be set up in a classroom for parties and other events. Table linens are available for use. There is a laundering fee of $\_\_\_.

All three rooms in the upstairs nursery are shoe-free.

When your event is over, please:

* Clean and return any chairs/tables used to their original location(s).
* Clean and sanitize toys and diaper changing area.
* Use the vacuum cleaner in the janitor’s closet and vacuum the floor.
* Empty any garbage cans used and return them to their original location.
* Put trash in the dumpster in the parking lot.

**North Campus property**

* Tables and folding chairs only may be set up for parties and other events.
* The building may be utilized when arrangements are made far enough in advance and may require some clean-up prior to your event.
* The pond is off limits and no swimming is allowed during events.
* There may be a port-a-john available during certain months of the year. Currently there is not running water available in the building or on the property.
* As there is no kitchen facility, this property is not appropriate for on-site cooking. All food should arrive prepared.
* There may be an additional charge for mowing if your event requires mowing services outside of our routine schedule.

When your event is over, please:

* Clean and return any chairs/tables/equipment used to their original location(s).
* Pick up all trash.
* Empty any garbage cans used and return them to their original location.
* Put trash in the on-site dumpster or large trash bin.

**After Use Checklist**

\_\_\_ All items cleaned as needed and returned to their original location and in their original condition (i.e. chairs, tables, kitchen items, all balls, gym equipment).

\_\_\_ **ALL** lights turned off before you leave the building.

\_\_\_ **ALL** doors secured before you leave the building.

\_\_\_ Door key(s) returned to the office during regular office hours or dropped through the mail slot (if applicable).

\_\_\_ All food removed from the building.

\_\_\_ All garbage placed in dumpster--please remember we are not able to recycle, so take recycling or put in dumpster.

\_\_\_ Vacuum (located in the custodial room) any room or sweep gym (push brooms in gym closet) wherever food was present.

**LIMITATIONS OF FACILITY USE**

* Church vans will only be used for church outings, never for personal use. Special arrangements for pick-up and returning the vans and keys must be made prior to borrowing them.

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