

REQUEST FOR USE OF GRACE BIBLE CHURCH FACILITIES AND EQUIPMENT

ACTIVITY INFORMATION:

Name of Event: _____ Date of Event: _____

Time of Event: _____ AM / PM # Hours needed: _____ # of people expected: _____

ROOM(S) (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Sanctuary (capacity 250) | <input type="checkbox"/> Balcony Room (main building) |
| <input type="checkbox"/> Kitchen – CE Building (capacity 6) | <input type="checkbox"/> Fellowship Hall – CE Building (capacity 80) |
| <input type="checkbox"/> Large Conference – CE Building (capacity 24) | <input type="checkbox"/> Small Conference – CE Building (capacity 12) |

EQUIPMENT REQUESTED (check all that apply).

- | | |
|---|---|
| <input type="checkbox"/> Rectangular Table _____ | <input type="checkbox"/> Chairs _____ |
| <input type="checkbox"/> Sound Equipment (Sound tech must be present) | <input type="checkbox"/> Technology Equipment |
| Specify: _____ | Specify: _____ |

**Available equipment: Television NCR/DVD Desktop Computer Sanctuary Projection System*

Other Special Needs: _____

Ministry/Group/Individual making request: _____

Responsible Party: _____

Contact Information: Home Phone: _____ Cell Phone: _____

Contact email: _____ Best time to reach: _____

Group Contact person (other than Responsible Party) _____

Contact Information: Home Phone: _____ Cell Phone: _____

Contact email: _____ Best time to reach: _____

I have read the conditions outlined below on the Policies for Use of Church Facilities and Church Computer and Internet Use (If applicable) and agree to abide by same, and to make every effort to insure our guests do likewise. I agree to make any necessary cancellation notification to Kathy Hubble, Church Administrative Assistant at least 21 days before the event.

Signature of Responsible Party

Date

Signature of Deacon Board Member

Date

Note: Submission of Facility Use Request does not signify approval until and unless confirmed by the Administrative Assistant or the Deacon Board.

For church office use ONLY. Request approved by Deacon Board Yes No Name: _____

GRACE BIBLE CHURCH HAWK MOUNTAIN

Contact Information:
Office Phone: 570-366-2658
Office Email: admin@gbchm.onmicrosoft.com

ALL GROUPS, COMMITTEES, ACTIVITY ORGANIZERS

All non-regularly scheduled events/meetings that are requesting use of the church facilities must be verified through the Administrative Assistant and approved by the Deacons before the event/activity can take place. This is to insure there is no date or time conflicts for the use of the requested room/area/equipment.

The Administrative Assistant will check for the availability of the location and/or equipment for the date requested, once the Request for Use of Church Facilities and Equipment Form has been received. If requested facility is available, the request will be passed on to the Deacon Board for final approval.

Once the Deacon Board has given approval for requested use, the event will be added to the calendar and be advertised to the congregation if required.

For Regularly scheduled meetings/events such as ladies Bible Study, Men's Breakfast and other reoccurring events, should notify the Administrative Assistant of any schedule changes, planned cancellations, or recesses. If there are permanent changes to any meeting schedules, they must also be approved by the Deacons and related to the Administrative Assistant so that appropriate changes can be made to the calendar and that the congregation can be notified.

Please Note: Major events that involve significant planning, work and numbers of people, for obvious reasons need to be scheduled no less than 2 months in advance.

Event/meeting information that is to go in the bulletin needs to be given to the Admin. Asst. by noon on Wednesday for it to be included in the current bulletin.

ALL LEADERS/ORGANIZERS – Form for Use of Church Facilities and Equipment

Please use the attached form (Request for Use of Facilities and Equipment) when you would like to schedule an event (other than a regular meeting), at the church facilities. Please check with the Administrative Assistant who maintains the church calendar to make sure the date and time you choose, is available for use. Once it has been cleared, and the form is filled out, please return it to the church office so that it can be given to the Deacons for final approval and to inform them of

- what needs to be available for use at the scheduled event
- who is the contact person along with their contact information
- how many will be expected at the event
- the purpose of the event
- length of time the facility will be in use