



CHURCH EVENT SETUP

Name of Event: _____ Date of Event: _____

Ministry associated with this event: _____ Who is invited? _____

What is the description, special notes?

When is the start/stop time? _____

When is setup/teardown time? _____
(Please note: You are responsible for coordinating room set up and tear down, resetting furniture.)

Which buildings and rooms will you use?

List below includes building name and general spaces available for reservations within each building:

Bldg A (Steeple) – Large meeting space, with small Kitchen, seats 80, with tables

Bldg B – Larger classroom and smaller classroom seat up to 20 and 10, respectively

Bldg C – Various Classrooms seat up to 20, with tables and chairs, designed for children

Bldg D – Various-sized Classrooms seat from 10 to 100, Sanctuary, Large Kitchen, Fellowship Hall (seats 40, with tables)

Bldg E – 4 Classrooms seat up to 20, with tables

Picnic Area – 9 picnic tables under the trees

How much does it cost to register? _____

What is the Deadline for Early Registration? _____

If Childcare is provided, what is the cost per child/family? _____

What information do you need from registrants?

Who is the main point of contact? _____

Will you need a sound operator? Yes No I already have someone lined up _____
(If you do not a trained operator lined up, please coordinate with Tim@HaysHills.com)

With advance notice, HHBC Cleaning Staff can be available for larger events to check over the areas to ensure the buildings are ready for Sunday morning, for a fee of \$100. Do you need more information about this? Yes No

Which budget line item will this event use? _____ Are refunds allowed? _____

I have read and understand the Facility Use Guidelines _____ (name) _____ (signature)