

Today's Date _____

SHBC Facility Use Request (Short Form - Church Members Only)

A "long form" is available that gives explanations and goes into greater detail for each category.

Event Title _____ (*e.g. Donna's Birthday Party*)

Is this a church event that can/should be publicly promoted? Yes ____ No ____

Name of Event Coordinator(s) _____

Anticipated number of participants (range of +/- 10 is ok) _____

Will the setup or reset require the Facilities Assistant? Yes ____ No ____

Are you willing to reset for the next church event, if needed? Yes ____ No ____

Do you have a key, know the alarm code, and safety procedures? Yes ____ No ____

Event Date _____ Is the date/time flexible? Yes ____ No ____

Arrival Time _____ (*when you want building/room access*)

Setup Complete Time _____ (*when you need our setup to be finished*)

Start Time of Event _____ (*when you are telling people the event starts*)

End Time of Event _____ (*when the room can start being reset*)

End Time of Clean-Up _____ (*when we can lock the building*)

Which room (Gym, 1/2 Gym, choir room, classroom) are you requesting for this event?

Please describe the number, type and preferred arrangement for **tables** (card, 6-ft, 8-ft, or circular) **and chairs** (padded, metal, high chair) for this meeting/event.

Are there **A/V, kitchen, recreation, platform** or other needs for this meeting/event?

***If you wish to make any changes to the arrangement of the chairs, mics, or music stands on the platform, please email Aaron ahead of time for approval - aaron@southhillsbc.org.*