

FACILITIES USE AGREEMENT

Phone (505) 292-5444

The church grounds, facilities and equipment are to serve as an honor to God and a place of ministry for His people. All who use the church grounds, facilities and equipment are asked to enter into this stewardship agreement with the understanding that smoking is not permitted inside the buildings and no alcoholic beverages are permitted within the facilities or on the church grounds. The general care, well-being and cleanliness of this God-given property is the responsibility of all who enjoy using it.

Name of Group _____

Contact Person _____

Address _____

City _____ Zip _____

Phone: Home _____

Work _____

Cell _____

Email _____

Event Information:

Purpose _____

Date of Event _____

Day(s) of the Week _____

Rooms requested _____

Actual time of event _____ to _____

Time needed _____ to _____

Number of people _____

Refer to the back of this form (page 2) to provide set up information.

PLEASE READ, SIGN, AND DATE:

I understand I am responsible for the following:

1. The conduct of our group(s) while on the church property.
2. General clean-up of my group(s) activity, to include removal of all trash, cleaning the kitchen, washing my dishes and putting them away, removing all leftover food.
3. Securing the facility after the event, to include turning off all lights, turning off all heat or air conditioning, and locking all doors.
4. No damage deposit is required. However, I am fully responsible for any and all costs and losses incurred as a result of damage, excess cleaning fees related to the function, event, or facility, however caused and by whomever, whether invited as a guest or uninvited as a visitor, whether with or without the permission of me.

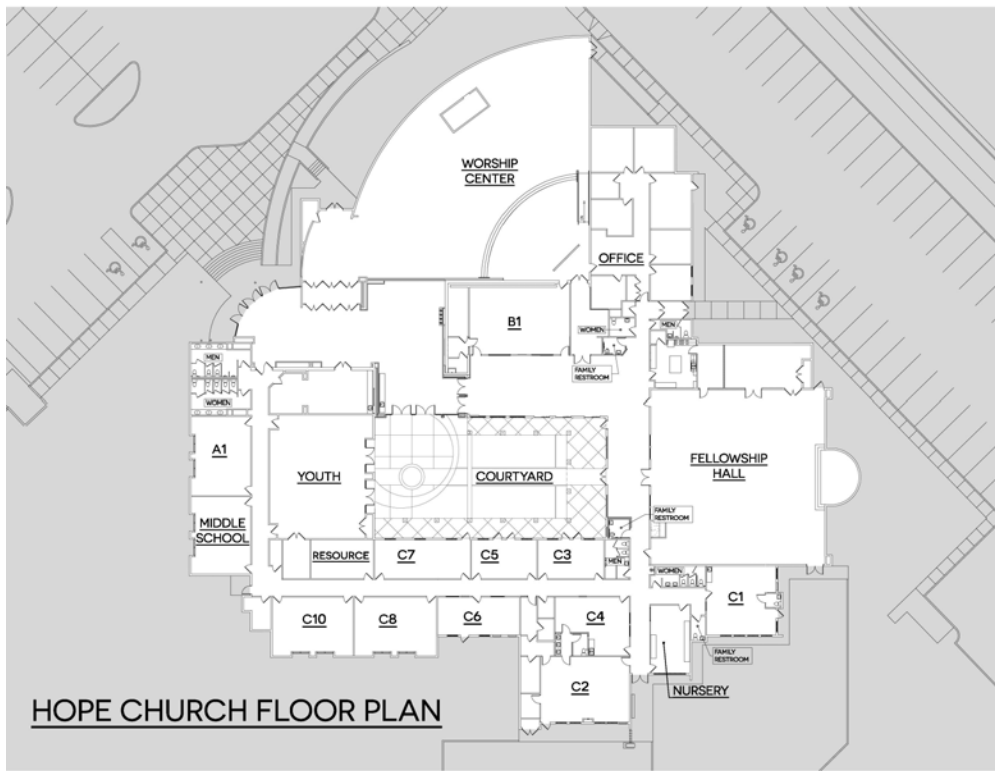
(Signature of person responsible)

(Date)

Submit this form to the church office at least ten (10) days prior to the request event, preferably sooner. When your event has been approved/scheduled, one copy will be mailed to you as confirmation of your reservation.

FOR OFFICE USE ONLY:

Request approved (date) _____ By _____



HOPE CHURCH FLOOR PLAN

Equipment needed and how many:

- | | |
|-----------------------|--------------------|
| Chairs, total _____ | _____ Sound System |
| Tables, total _____ | _____ Podium |
| Oblong (8 ft.) _____ | _____ Piano |
| Round (seats 8) _____ | _____ Whiteboard |

_____ Tablecloths (Must be checked out through the office, cleaned and returned by the work day following the event.)

_____ Other equipment: _____

Please draw a diagram below of how you wish the room to be set-up. Please note entrances, exits and windows for correct set-up.