

HBC Facility Use Request Form External Group

Today's Date: _____

Name of Requester: _____

Requester's Phone Number(s): Home _____ Cell _____ Work _____

Date Room(s) Needed: From _____ (Day/Date/Time)
To _____ (Day/Date/Time)

Purpose: _____

Room(s) Requested (see fee schedule) : _____

Table/Chairs/Equipment Set-up needed (see fee schedule): _____

Clean-up (check one): To be done by requesting group To be done by HBC (see fee schedule)

Name of Group Leader if different than requester: _____

Group Leader's Number(s): Home _____ Cell _____ Work _____

Important Notice: Please sign and turn into the church office – you will be notified within one week regarding the request. The Church Sexton will make arrangements at that time regarding details of the request.

Requester's Signature _____

_____ Available Room Name(s)/Number(s): _____

_____ Not Available – Reason: _____

Sexton's Signature _____ Date _____

Deposit Received	(Date)	(Amount)	(Pymt Type & Check # if applicable)	Initials
------------------	--------	----------	-------------------------------------	----------

Fees:	Item: _____	Amount _____		
	Item: _____	Amount _____		
	Item: _____	Amount _____	Total: _____	

HBC Facility Use Fee Schedule

(A \$50 non-refundable deposit fee is due along with a completed HBC Facility Use form if fees apply*)

	Member**	Non-Member
Building		
Sanctuary	\$0	\$50 per hour period – min. charge \$200
Fellowship Hall	\$0	\$200
Fellowship Hall & Kitchen	\$0	\$250
Jones Hall	\$0	\$100
Jones Hall & Kitchenette	\$0	\$150
Room – Other	\$0	\$50 each
Sexton Fees (If available***)	\$50-\$200***	\$50-\$200***
Janitorial Fees****	\$100	\$100 – sanctuary
	\$100	\$100 – Fellowship Hall
	\$150	\$150 – Fellowship Hall and Kitchen
	\$ 50	\$ 50 – Jones Hall
	\$ 75	\$ 75 – Jones Hall and Kitchenette
	\$ 25	\$ 25 – Room Other
Technician (2)	\$ 50 each	\$ 50 each (includes 1 video & 1 DVD)
Other		
Projector	\$0	\$10
Linens	Actual Cleaning Costs	
Piano	0	\$25 each
Organist-Tom Matthews	\$300	\$300
	(includes consultation and rehearsal with any soloists)	

*Final Payment is due within one week of event. The \$50 deposit will be credited toward final payment.

** Member fees may also apply to non-profit or community organizations on a case-by-case basis at the discretion of the Premises Committee.

***If Sexton is available, the Sexton Fee will be based upon amount of time required for set up and take down. If the Sexton is not available or you do not wish to pay for the services, renter will be required to do all set-up and take-down.

****May be waived if no clean-up is required or if individual or organization chooses to do clean-up (must obtain check-list from office prior to event.)

Approval by Premises Committee Pending