

Facility Use Request*

Hillcrest Evangelical Free Church

**For weddings, please use separate wedding event request form*

Name of Group or Event: _____

Contact Person: (Name): _____

Phone #: _____

Email: _____

Describe the event:

Number of people expected: _____

Event date and length of time: _____

Start/stop time including setup and cleanup: _____

Frequency of event if more than one time: _____

Type of space needed for event:

- Sanctuary
- Fellowship Hall
- Gymnasium
- Conference room
- Classroom(s)
- Fireside room
- Use of kitchen (*see additional kitchen use form*) – may need to be shared with other events
- Other: _____

Number of chairs needed: _____ Number of tables and type: _____

Sound/AV Equipment or Technician needed? _____ (requires fee for AV staff)

Office Use (do not complete)

Approval signature: _____

Date: _____

****Fee for cleaning staff may be required***