

NEW HOPE CHURCH-FACILITY REQUEST FORM

Date Request Received:

*This facility request form does not guarantee that the dates and times requested are reserved. You will receive a confirmation once dates and times have been reserved. Facility Request Forms should be submitted a minimum of 2 weeks prior to the event. Standard requests usually take 2-3 business days to process. Special requests may take 5+ business days to process. And / Or cost for personal events depends on the day, usage, time and campus. Saturday evening and Sunday events are generally not allowed. **INCOMPLETE REQUEST FORMS WILL BE RETURNED.**

Name of Ministry and Event:		Event Type:
Name of President/Chairperson:	<input style="width: 150px; height: 20px;" type="text"/>	<input type="checkbox"/> Ministry Meeting
Contact Person:	<input style="width: 150px; height: 20px;" type="text"/>	<input type="checkbox"/> Choir Rehearsal
Primary Phone:	<input style="width: 150px; height: 20px;" type="text"/>	<input type="checkbox"/> Wedding Ceremony
Email:	<input style="width: 150px; height: 20px;" type="text"/>	<input type="checkbox"/> Infant Dedication
Facilities' Approval:	<input style="width: 150px; height: 20px;" type="text"/>	<input type="checkbox"/> Funeral (Memorial)
Pastor's Approval:	<input style="width: 150px; height: 20px;" type="text"/>	<input type="checkbox"/> Bible Study
		<input type="checkbox"/> Other <input style="width: 80px; height: 20px;" type="text"/>
Space Requested:		
<input type="checkbox"/> Sanctuary	Beginning Date: <input style="width: 80px; height: 20px;" type="text"/>	Location:
<input type="checkbox"/> Fellowship Hall	Beginning Time: <input style="width: 80px; height: 20px;" type="text"/>	<input type="checkbox"/> Wayne Campus
<input type="checkbox"/> Kitchen	End Date: <input style="width: 80px; height: 20px;" type="text"/>	<input type="checkbox"/> Taylor Campus
<input type="checkbox"/> Other <input style="width: 80px; height: 20px;" type="text"/>	End Time: <input style="width: 80px; height: 20px;" type="text"/>	

Occurring (please check all days that apply):	SKETCH DESIRED LAYOUT																			
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 14.28%;"><input type="checkbox"/></td> <td style="width: 14.28%;"><input type="checkbox"/></td> <td style="width: 14.28%;"><input type="checkbox"/></td> <td style="width: 14.28%;"><input type="checkbox"/></td> <td style="width: 14.28%;"><input type="checkbox"/></td> <td style="width: 14.28%;"><input type="checkbox"/></td> <td style="width: 14.28%;"><input type="checkbox"/></td> </tr> <tr> <td>Mon</td> <td>Tue</td> <td>Wed</td> <td>Thurs</td> <td>Fri</td> <td>Sat</td> <td>Sun</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mon	Tue	Wed	Thurs	Fri	Sat	Sun						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Mon	Tue	Wed	Thurs	Fri	Sat	Sun														
Recurring:																				
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;"><input type="checkbox"/></td> <td style="width: 20%;"><input type="checkbox"/></td> <td style="width: 20%;"><input type="checkbox"/></td> <td style="width: 20%;"><input type="checkbox"/></td> <td style="width: 20%;"><input type="checkbox"/></td> </tr> <tr> <td>One Time</td> <td>Daily</td> <td>Weekly</td> <td>Bi-Weekly</td> <td>Monthly</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td colspan="3"><input type="checkbox"/></td> </tr> <tr> <td>Quarterly</td> <td>Semi-Annually</td> <td colspan="3">Annually</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One Time	Daily	Weekly	Bi-Weekly	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Quarterly	Semi-Annually	Annually		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
One Time	Daily	Weekly	Bi-Weekly	Monthly																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
Quarterly	Semi-Annually	Annually																		
Brief Description of Event:																				
Van Usage:																				
Drivers Name:																				
Destination:																				
Pickup Date/Time:																				
Return Date/Time:																				
Note: All ministries are responsible for providing gas																				
Equipment Requested:																				
Tables:																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33.33%; padding: 5px;"> <input type="checkbox"/> #Round <input style="width: 50px; height: 20px;" type="text"/> </td> <td style="width: 33.33%; padding: 5px;"> <input type="checkbox"/> #Rectangular <input style="width: 50px; height: 20px;" type="text"/> </td> <td style="width: 33.33%; padding: 5px;"> <input type="checkbox"/> #Chairs <input style="width: 50px; height: 20px;" type="text"/> </td> </tr> </table>		<input type="checkbox"/> #Round <input style="width: 50px; height: 20px;" type="text"/>	<input type="checkbox"/> #Rectangular <input style="width: 50px; height: 20px;" type="text"/>	<input type="checkbox"/> #Chairs <input style="width: 50px; height: 20px;" type="text"/>																
<input type="checkbox"/> #Round <input style="width: 50px; height: 20px;" type="text"/>		<input type="checkbox"/> #Rectangular <input style="width: 50px; height: 20px;" type="text"/>	<input type="checkbox"/> #Chairs <input style="width: 50px; height: 20px;" type="text"/>																	
*Please note: For sanctuary use a Sound/Media Tech must be present. Please submit a separate media request form to the media ministry.																				

Save, Download and Email To: newhopewayne@gmail.com