

# FACILITIES USAGE REQUEST FORM

Please read and fill out this form in its entirety to request usage of an area for your event.

Areas available: **New Church, Agape Hall (Old Church), Social Hall, Classrooms, Library, Multi-Purpose Room.** Please include **Kitchen** if you plan on using it to cook, prepare or store food.

Name of Event: \_\_\_\_\_

Ministry Requesting: \_\_\_\_\_

Name, Phone and Email: \_\_\_\_\_

Areas Requested: \_\_\_\_\_

Event Dates and Times: \_\_\_\_\_

Set Up/Clean Up Dates and Times: \_\_\_\_\_

Tables/Chairs Needed (apx. #): \_\_\_\_\_

A/V Equipment Needed: \_\_\_\_\_

Kitchen/Dish Supplies Needed (see below): \_\_\_\_\_

Notes: \_\_\_\_\_

**To ensure we can provide these spaces for as many groups as possible please follow these rules:**

- All access into the facilities will be through the Narthex unless a special request is made.
- You are responsible for setting up and breaking down all chairs and tables needed for your event. If you need help, please contact the office well in advance of your event.
- All areas must be cleaned and reset to their original state after each event.
- If you need access to our cleaning supplies please contact the office before your event.
- All kitchen and dish supplies must be washed, dried and put away after your event.
- Any food or drinks stored in the kitchen must be properly labeled with your event name and the expiration date. Do not leave any leftovers in the kitchen after your event. Anything found unlabeled or leftover will be thrown out.
- If you are using the kitchen to prepare food for a group of people you must contact the Facilities Coordinator well in advance to go over the rules and regulations for operating a commercial kitchen cleanly and safely. This is the rule even if you have done large events here in the past.

-----  
**Official Use Only:**

X \_\_\_\_\_

Approved by Joe Cesari

\_\_\_\_\_

Date Approved

**If you have any questions please email the Facilities Coordinator, Joe Cesari via email:**

[facilities@hspalmyra.com](mailto:facilities@hspalmyra.com)