Church Partner: Est # of Participants:

Dates of Use: Time of Use:

Primary Point of Contact:

 Address:

City, State, Zip

Email:

Phone:

Check if Appropriate:

* Insurance Coverage Provided
* Alcohol/Catering License Provided
* Designated Security

Areas to be Accessed:

* Sanctuary
* Conference Room (downstairs)
* Children’s Daycare Spaces (downstairs)
* Fellowship Hall (upstairs)
* Kitchen (upstairs)
* Backyard / Patio

Use of non-designated spaces will result in the following: 1) Verbal warning; 2) Written warning with an additional fee per Addendum II; 3) review and consideration by Board of Trustees for contract termination as per section VIII of the HCC Church Partnership Agreement.

Signatures: Date:

 Church Partner Point of Contact

Approved: Date:

 Designated Trustee