

**FACILITIES USAGE REQUEST FORM**  
**FOR INTERNAL MINISTRIES**  
**EMAIL REQUEST TO: FACILITYREQ@HMBCHURCH.NET**

Ministry Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Ministry Leader: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Email Address: \_\_\_\_\_

Function: \_\_\_\_\_

Facility/Vehicle Desired: \_\_\_\_\_ Transport Location: (200 miles max.) \_\_\_\_\_

Date Desired/Frequency: \_\_\_\_\_ One time Weekly Monthly (circle one) End date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Addt'l Set Up Time: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Will an offering be collected: Yes / No (circle one)  
(Transport passenger minimum: 6 persons)

Resources needed: Kitchen Facilities: Yes / No Dining Resources: Yes / No

Chairs: \_\_\_\_\_ Qty. Tables: Round \_\_\_\_\_ Qty. Square \_\_\_\_\_ Qty. Microphone: \_\_\_\_\_ Qty.

Podium: \_\_\_\_\_ Screen: \_\_\_\_\_ Audio/Visual Assistance: Yes / No (circle one) Time Needed: \_\_\_\_\_

Music Worship & Creative Arts Ministry Resources: (fees may apply)

Dance Ministry: \_\_\_\_\_ Drama Ministry: \_\_\_\_\_ Levites Praise Team: \_\_\_\_\_ Musician(s): \_\_\_\_\_

Mime Ministry: \_\_\_\_\_ Soloist: \_\_\_\_\_ Teen Praise Team: \_\_\_\_\_ United Voices of Hope: \_\_\_\_\_

United Voices of Hope Men Choir: \_\_\_\_\_ WOW Youth Choir: \_\_\_\_\_

Additional information: \_\_\_\_\_

Usage of all facilities is a privilege extended to all members and ministries for the sole purpose of ministering to the Body of Christ. Just as usage is a shared privilege, care and maintenance are also shared responsibilities. Each ministry and its members are required to embrace and assist in this philosophy. The following conditions apply: (a) Hopewell will provide a clean, safe and usable space/vehicle only for the time agreed, (b) the ministry will be responsible for returning the space/vehicle in the same condition it was received, (c) all ministries are required to clean up after their activities and (d) all ministries are required to follow times listed above. Requestor must call to advise in the event of cancellation. Space/vehicle will be assigned according to the number of people scheduled to attend the activity.

As requestor of the facility(s), I acknowledge and agree to the conditions listed above.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**