

Office Use Only

_____ Approved
_____ Date Approved
_____ Date Posted
_____ Fee Amount
_____ Fee Paid

Building Request Form

Hope Lutheran Church
1301 Vintage Lane, Rochester, NY 14626
Phone: 723-4673 Fax: 723-8549

***These fields are required to confirm event booking.**

_____ Bill
_____ Liz
_____ Laurie
_____ Brett
_____ Tech Arts
_____ Fred
_____ Recurring

***DATE(S) NEEDED:** _____

***START TIME OF EVENT:** _____ am/pm ***END TIME OF EVENT:** _____ am/pm

Amount of Set Up Time Required _____ Amount of Tear Down Time Required _____

Is this a recurring event? _____ Frequency _____

***EVENT NAME:** _____ **Today's Date:** _____

Ministry or Group: _____ Daytime Phone: _____

***GROUP CONTACT:** _____ Cell Phone: _____

E-mail: _____

Facilities Needed

(Check all that apply. See back for set up choices)

Room (s) # _____; _____; _____

_____ Chapel

_____ Family Life Center

_____ Foyer

_____ Manned Table

_____ Display Table Only

_____ Kitchen

_____ Resource Room
(Across from the kitchen)

_____ Upper Room
_____ East _____ West

_____ The Gathering Place (West Lounge)
_____ North _____ South

_____ Worship Too/Conf Room

_____ Worship Center

PLEASE CHECK IF THIS EVENT IS OFF CAMPUS _____

CHILD CARE NEEDED?

_____ Play Nursery
(Early Childhood)

_____ Crib Room
(Infants)

MISC. Needs:

Podium _____

Music Stand _____

Easel _____

Other _____

Audio/Visual Equipment Needed

_____ Microphones

_____ TV/VCR/DVD

_____ Overhead Projector

_____ Screen

_____ Video Projector

_____ Lap Top

_____ Other (please explain)

Do you have someone in your group who will be responsible for operating the sound and/or AV equipment? If so, please indicate name of person:

Name of person in your group who has the necessary key to open and close building: _____

IT IS THIS PERSON'S RESPONSIBILITY TO MAKE SURE THE BUILDING IS SECURELY LOCKED AND LIGHTS OUT AND WINDOWS CLOSED WHEN THEY LEAVE. If you do not have such a person, please make arrangements with the church office to provide you with a key. *The key to open room(s) is available in the church office for daytime events.*

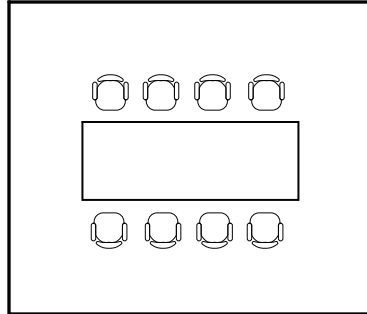
CHOICE ROOM SET UPS

NOTE: Set-ups by Custodians does **NOT include** pianos, stages, coffee, table coverings, etc. These are left to the requestor.

A.
 Conference Style

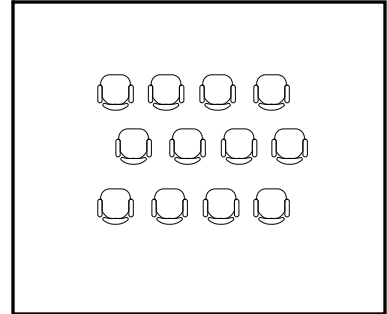
Tables _____

Chairs _____



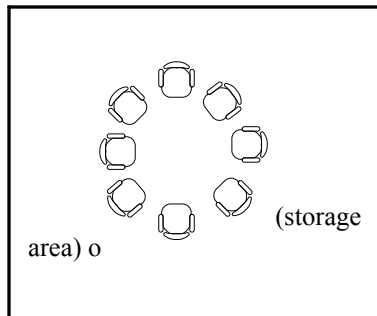
B.
 Lecture Style

Chairs _____



C.
 Small Group Style

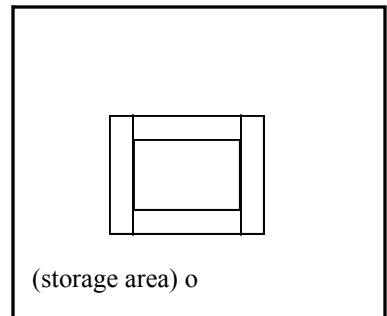
Chairs _____



D.
 Square/Rectangle

Tables _____

Chairs _____

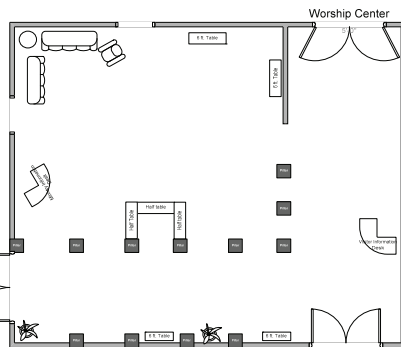


E.
 Foyer

(Please draw set up)

Tables _____

Chairs _____



F.
 Other

Please draw set up

Tables _____

Chairs _____

