



Hawaii Kai Ministry Center Facility Request Form

Please return to frances@newhopehk.org or Ministry Center
(Due 30 days prior to event)

Ministry Name: _____ Today's Date: _____

Contact Person (see reverse side): _____ Staff Overseer: _____

Phone Number: _____ Date of Event: _____

Setup Time: _____ Start Time: _____ End Time: _____

***STAFF PERSON RESPONSIBLE FOR CLOSING:** _____
*see reverse side, #9

If event is ongoing, Start Date: _____ End Date: _____

Room Requested: _____ Estimated # of people: _____

Purpose of Event: _____

If you are requesting the main auditorium, please complete the Sounds/Lights/Multimedia Request Form.

EQUIPMENT NEEDED

Indicate with ✓	indicate # needed
<input type="checkbox"/> 6 ft. Tables	_____
<input type="checkbox"/> Chairs	_____
<input type="checkbox"/> Coffee Maker	_____
<input type="checkbox"/> Podium	_____
<input type="checkbox"/> Other _____	_____
<input type="checkbox"/> Other _____	_____

AUDIO/VISUAL EQUIPMENT NEEDED

Indicate with ✓

- Television Monitor
- DVD Player
- Projector
- White Board/Markers

TECH BOOTH SUPPORT NEEDED

Indicate with ✓

- Power Point
- Video
- Lights

Separate forms required

Additional Notes (Submit a detailed explanation on a separate sheet of paper for additional needs and floor plan, if necessary)

For office use only:

Date request received: _____

Date confirmation given to requestor: _____

New Hope Oahu at Hawaii Kai Ministry Center Responsibilities

The Lord has provided New Hope Hawaii Kai with facilities for activities that will enhance and courage spiritual growth. To ensure that we steward our resources well, the following responsibilities will apply to any use of the Ministry Center facility:

1. The hours for facility use are from **7:00 a.m. to 9:00 p.m.** daily unless otherwise authorized. In planning activities, if your ministry is the last group using the room in the evening, please permit sufficient time to breakdown and clean, and exit the building by 9:30 p.m.
2. **Contact Persons** are responsible for set-up and takedown of all facilities. This includes return of all equipment (chairs, tables, etc.) to proper storage areas.
3. **Contact Persons** shall ensure that facilities are left “cleaner” upon completion of facility use.
 - a. Please vacuum any room used by the ministry.
 - b. If using kitchen, please clean all counters, sinks and dishes. Please remove all leftover food items and put all dishes away. Trash disposed should be disposed in the blue dumpster in the back of the building.
 - c. Please ensure that the bathroom is left in a tidy manner upon departure.
 - d. Cleaning supplies are located in the janitorial room in the downstairs men’s restroom.
4. Smoking and consuming or possessing alcoholic beverages will not be permitted.
5. Keeping in line with being witnesses of the Lord, please maintain a moderate noise level at all times.
6. Any damages incurred and remedy taken, if any, must be reported to the Facility Director ***the very next working day.***
7. **Unless expressly authorized, please refrain from using personal offices, desks, and equipment (including telephones, printers, copiers, and computers).**
8. Parents or overseers of activities are responsible for the safety and conduct of their children. For their safety, please do not allow children to play and run throughout the Ministry Center.
9. ***A STAFF MEMBER MUST BE PRESENT IF YOUR MINISTRY EVENT IS SCHEDULED BEYOND 9:00 P.M.**

I hereby acknowledge reading the above information. I am accepting the position of **Contact Person** and assuming all responsibilities of that position.

Name (please print): _____

Signature: _____ Date: _____