

NHHK Ministry Facility Set-up Form

Please return this form 30 days prior to event, and submit to frances@newhopehk.org or Ministry Center.

Room Selection: <input type="checkbox"/> "A": Kitchen <input type="checkbox"/> "B": Mirror <input type="checkbox"/> "C": Ministry Center
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Event Name: _____

Purpose: _____

Date: _____

Time: _____

Contact Name: _____

Phone/Email: _____

Event Manager: _____

Phone/Email: _____

Ministry: _____ Ministry Leader: _____

Set-up Time: _____ Est. Attendees _____

Ongoing event: Yes No

CONTACT PERSON RESPONSIBLE FOR CLOSING:
See details on page two, #9:

- AUDIO & VISUAL**
- Television Monitor
 - DVD Player
 - Projector
 - White Board & Markers

- TECH SUPPORT***
- Power Point
 - Video
 - Lights
- *Complete the Audio & Visual form*

- EQUIPMENT**
- | <i>Item:</i> | <i>Quantity:</i> | |
|--|------------------|--------------------------------------|
| <input type="checkbox"/> 6' Tables: | _____ | <i>(Maximum 4 tables available)</i> |
| <input type="checkbox"/> Chairs: | _____ | <i>(Maximum 35 chairs available)</i> |
| <input type="checkbox"/> Podium: | _____ | |
| <input type="checkbox"/> Coffee Maker: | _____ | |
| <input type="checkbox"/> Other: | _____ | _____ |
| <input type="checkbox"/> Other: | _____ | _____ |
| <input type="checkbox"/> Submission of a Levites Request form and floor plan, for additional set-up needs. | | |

For Office Use Only:

Date request received: _____ Date confirmation given to requestor: _____

NHHK Ministry Center Responsibilities

The Lord has provided New Hope Hawaii Kai with facilities for activities that will enhance and encourage 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 9:30pm.**
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.
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 Administrator at frances@newhopehk.org **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: _____