

Hesperia Christian School Worship Center Use Request

Please submit this form to the Director of Operations for approval to use the Worship Center for your event. Do not consider the use of the Worship Center approved until you have received a copy of this form with the signature of the Director of Operations.

Class/Organization _____

Date Form Submitted _____

Type of Event _____

(meeting, fundraiser, chapel, music program, etc.)

Submitted by Whom _____

Staff/Adult Fundraiser Advisor _____

Date/Times Worship Center is Needed

Date _____

Time _____

Time needed to set-up _____

Time needed to take-down _____

of people expected to participate or attend _____

Room(s) needed for the event _____

Equipment needed _____ Risers _____ Video _____ Power-Point _____ # Microphones _____

It may not be possible to provide equipment for every event.

Equipment that needs to be moved or removed for your event _____

Instructions for Worship Center use:

1. Use the back of this sheet to illustrate any special set-up you might need.
2. Do not move or remove any equipment. This will be done for you by school staff.
3. Leave any room you use in the exact same order you found it.
4. If there is a problem during your event, notify the Director of Operations as soon as possible so that it may be remedied before the next event.

Signature of Person Requesting Worship Center Use: _____

Signature of Person Approving Event: _____

Signature of Director of Operations: _____