



HeartLand CHURCH

Facility Use Request

Please complete all information below. Please note your request for a Calendar Date is not actually placed on the church calendar until the Staff has approved it. Turn in all requests to the church office. Thank you!

Today's Date	
Member's Name	
Event	
Event Date(s)	
Recurring Event?	Yes / No Frequency:
Time	From am/pm to am/pm
Room(s) Requested	
Will you need access to the facilities prior to the times/dates above for setup? If yes, please explain in detail.	
Please list any church equipment you are requesting to use.	
Will you require the Sound and Lighting Technicians of HC? <i>Please Note: If the main sanctuary is used, HC sound and lighting technicians must be present.</i>	
E-mail	
Phone	
Fax	