



NEW HIGHLAND BAPTIST CHURCH

Facilities Reservation Request Form

Meeting Name _____ # of People _____

Purpose of Event _____

Meeting Start Date (mm/dd/yyyy) _____ Start Time _____

Meeting End Date (mm/dd/yyyy) _____ End Time _____

Is this meeting reoccurring _____ If yes, what is the expiration (limited to a year) _____

Organizer Name _____ Alternate Contact Name _____
Person will have rights to make changes

Organizer Phone _____ Alternate Contact Phone _____

Organizer Email _____ Alternate Contact Email _____

Please use this section to let us know about your meeting needs.

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Television	# of Chairs
<input type="checkbox"/> Christian Life Center	<input type="checkbox"/> Adult Classroom, # of	<input type="checkbox"/> VCR	# of Tables
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Child Classroom, # of	<input type="checkbox"/> DVD	Other needs:
<input type="checkbox"/> Picnic Shelter	<input type="checkbox"/> Youth Classroom	<input type="checkbox"/> Sound System (Not CLC)	

*The requestor is responsible for set up and for ensuring that all facilities used are returned to their original condition. They are also responsible for contacting the church office at 804-550-9601 at least one week prior to your event to set up a time get a key fob or code and instructions for entry.

- No alcohol is allowed at any events or on the premises.
- For the sound system in the sanctuary there is a charge of \$100, payable directly to the sound person. The CLC has no charge for sound, but only a microphone on the stage can be provided.
- There is a \$50 deposit due one month prior to the event. We will hold the check. When you leave, rooms must be in the same condition and configuration as when you arrived. Otherwise, the check will be deposited.

NHBC Office use only		
Date request received/called in	_____	
Received by	_____	
Date logged in calendar	_____	
<input type="checkbox"/> Approved	Room Assigned	<input type="checkbox"/> Declined