



Event Scheduling Request (ESR) for Program Year August-July

New Hope Presbyterian Church
19800 108th Ave SE | Kent, WA 98031
253.859.8998 | hello@newhopekent.org

EVENT: \_\_\_\_\_

Rental type: NON-PROFIT 501C3 \_\_\_\_\_ FOR PROFIT \_\_\_\_\_ OTHER \_\_\_\_\_

DATE(S): \_\_\_\_\_ TIME: \_\_\_\_\_ AM/PM

Day(s) of Week Su M T W Th F S Week: 1st 2nd 3rd 4th

One-time event Ongoing Weekly Monthly

Exceptions: \_\_\_\_\_

Section A—Details, Section B—Fee Information, Section C—Room/Needs, Section D—Special Instructions, Section E—Kitchen/Food, Office Use Only

**Section G—Care and Use of Facilities**

1. No drugs allowed on the property. Smoking is not permitted within 25 feet of any doorway.
  2. A custodian or other New Hope-associated adult should be present for the duration of any functions held by outside groups.
  3. Supervise children at all times.
  4. Harmful activities are not allowed.
  5. No decorations on any piano or organ.
  6. Musical instruments may only be moved with the approval of the music staff.
  7. Only masking tape, blue tape, or removable hooks may be used to secure decorations. No duct tape, nails or push pins. No decorations may be used in the Sanctuary without prior approval from the Trustees, Executive Pastor, and/or a Wedding Coordinator.
  8. Return all equipment to its original storage place.
  9. Everything brought in for an event must be removed, unless prior approval is given (i.e., wedding flowers left for Sunday services).
  10. Return areas used to equal or better condition than when found.
  11. New Hope sound or lighting control equipment in the Sanctuary may only be used by a New Hope-trained technician with prior arrangement.
  12. **All doors not in use must be kept locked. All open doors must be monitored to ensure the safety of building occupants.**
- Accident Report forms are located by the main bathrooms.  
Phones are located in the Resource Room and Main Kitchen.
- Emergency contact: Mr. Ed Baldwin 253.632.3876

**Section H—Audio/Visual Support Needs**

**The options below may not require a hired technician.**  
(If using your own A/V equipment you will need to sign a New Hope sound/video technician waiver).  
Check here if you will need a sound/video technician waiver   
**Please specify your audio/visual needs below.**

**\*\*Media will not be played unless it is brought to the church office one week prior to the event (48 hours prior to memorials)**

Video projector cart     TV/DVD/VCR cart     Portable projector  
 Portable projector screen     Portable sound system

**The options below require a hired audio/visual technician.** Four weeks advanced notice is needed (or as soon as possible for memorial services.)  
Will you need a rehearsal with a sound technician?    Yes  No  If yes, what date? \_\_\_\_\_ Time: \_\_\_\_\_

Microphone(s)

Main speaker(s)/Pastor

Pulpit

Lapel mic

Vocalist(s) Details regarding number and location: \_\_\_\_\_

Instrument(s) Details regarding number, type and location: \_\_\_\_\_

Other Details: \_\_\_\_\_

Recorded music

CD—Please note: All pieces must be sequenced in order to be played, burned to a single disc, and submitted to the church one week prior to the event.\*\*

Video Projection (No PowerPoint files. Media must be on a DVD-R.)

DVD—Please note: Programs must be burned onto a DVD-R and submitted to the church one week prior to the event.\*\*

**Section I—Custodial Support Needs**

**Please check all that apply.**

- Unlocking of facility and proper lock-up at end of event.
- Full clean-up after event including vacuuming, checking bathrooms, and emptying garbage.
- Returning room to its original set-up.
- Other—Please specify.

**Section J—Food Format**

**Meals**

- Fully catered
- Potluck
- Buffet style
- Family style, sit-down meal
- Other \_\_\_\_\_

**Receptions**

- Coffee and cookies or finger desserts
- Other \_\_\_\_\_

**Responsibility/Liability**

**Members and regular attendees:** I am aware that groups are responsible for setting up, taking down and cleaning up after each meeting or activity. I understand that it is my responsibility to close and lock all windows and doors. **ALL users:** I am aware of all usage restrictions, listed in the Care and Use of Facilities (Section G) and accept responsibility for the proper use and clean up of the church facilities. In the event of damage to equipment or facility (normal wear excluded), the person or group using the facility and equipment agrees to pay any loss at replacement value or cost of the repair within 30 days of notification.

**I have read the Care and Use of Facilities Agreement and agree to adhere to its guidelines.**

**Please keep a copy for your records.**

\_\_\_\_\_  
Signature of person responsible

\_\_\_\_\_  
Date of request