

# HCC FACILITIES/ROOMS RESERVATION FORM

1. Check facilities calendar for room availability at [honoluluchristian.org](http://honoluluchristian.org).
2. Confirm availability with Nancy Carvalho, Church Administrator.
3. Complete this form.
4. Give or email this form to Nancy at [office@honoluluchristian.org](mailto:office@honoluluchristian.org).

Today's date & time: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ a.m. / p.m. (*current time:*)

English Dept.

Japanese Dept.

*(check as needed)*

Sanctuary  
Hall

Parsonage

Social

Conference Room

Other (please specify) \_\_\_\_\_

Event Name: \_\_\_\_\_

Ministry Purpose: \_\_\_\_\_

Event Date: \_\_\_\_\_

Please check: "One Time Only"  "Recurring"

*Please note if "one time event" or if a "recurring event". If a recurring event, please describe below:*

If "Recurring" (*describe: once a month, twice a week, etc.*): \_\_\_\_\_

Set-up Time: \_\_\_\_:\_\_\_\_ am / pm Start Time of Event: \_\_\_\_:\_\_\_\_ am / pm

*(time doors will be open; the time your prep team arrive)*

End Time of Event: \_\_\_\_:\_\_\_\_ am / pm End Time Clean up: \_\_\_\_:\_\_\_\_ am / pm

*(time your prep team finishes clean up)*

Audio and Visual requirements: "Sound needed?"  "Projector/Overhead/Screen needed?"

Please detail your audio/visual needs: \_\_\_\_\_  
*(e.g. 2 microphones needed; one for guitar, and one for master of ceremonies; and ability to show slide show)*

Person in charge (print clearly): \_\_\_\_\_ Ph. #: \_\_\_\_\_

Person in charge of ensuring cleanliness of room upon departure:  
\_\_\_\_\_ Ph. #: \_\_\_\_\_

Will you be bringing food and / or refreshments to your meeting? \_\_\_\_\_

Any other specific requirements you think I should be aware of: \_\_\_\_\_

Garbage Bags (please circle): Yes, (we'll bring) / No, (we hope to use HCC supplies).

Parking Requirements (approx. # of cars): \_\_\_\_\_

[Office Use Only: Confirmed: \_\_\_\_\_ Date: \_\_\_\_\_]