



# Event & Facility/Equipment REQUEST FORM

## House of the Lord Fellowship

201 West Main Street, PO Box 235 Lock Haven, PA 17745 PH# 570-748-6455

Website: [www.houseofthelordfellowship.org](http://www.houseofthelordfellowship.org)

Email: [ssnyder@houseofthelordfellowship.org](mailto:ssnyder@houseofthelordfellowship.org)

### HOLTF Event & Facility/Equipment Request Form

(This form is to be used for all events except Weddings)

\*\*HOLTF does not charge a fee for the usage of Church rooms, but does expect the used rooms to be cleaned and restored to prior order. Thank you!

#### General Information

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Event Time: \_\_\_\_\_ to \_\_\_\_\_ \*Reserve Time: \_\_\_\_\_ to \_\_\_\_\_

(\*Small events please reserve 1 hour prior to your event for set up and reserve 1 hour after for clean-up.

For large events please reserve 2 hours prior to your event and reserve 2 hours after for clean-up)

Number Expected for Event \_\_\_\_\_

Set-up Requirements: \_\_\_\_\_

How will event participants' entry be controlled?

Pre-registration members/guests  Open Admission

Will there be a financial charge to attendees?  Yes  No How much will it be? \_\_\_\_\_

Will anything be sold or distributed in association with the event?  Yes  No Security used?  Yes  No

Event Coordinator(s): \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Coordinator's Signature: \_\_\_\_\_ Organization: \_\_\_\_\_

#### The following facility/equipment is requested to be reserved: *(Please note HOLTF is smoke free/alcohol free)*

Main Building HOLTF Equipment Rental

Downstairs Sanctuary (\*pulpit not included)  \*Upstairs Sanctuary \*Upstairs Sanctuary not currently available)

\*Pulpit in Sanctuary - **permission from the Pastor must be granted prior to using the pulpit**

Upstairs Event Room (also known as Prayer Room)  Other Small Rooms  Additional Rooms, specify \_\_\_\_\_

Tables (rectangle 6ft tables) \_\_\_# requested  Tables (round tables) \_\_\_# requested

Chairs (metal folding chairs) \_\_\_# requested  Speaker podium  Other, specify \_\_\_\_\_

Classrooms # \_\_\_ requested  Classrooms # \_\_\_ requested  Portable Sound System

Kitchen\* *(For Kitchen Facility requests, please note HOLTF kitchen equipment limited):*

Food Prepared in Kitchen  Food Brought In  Catered Meal  Wait Staff (Hired, Volunteer, Other)

Limited Kitchen Needs *(Specify items requested: water access, coffee pots/percolators, warmers, punch bowls, drink dispensers, and other...)* \_\_\_\_\_

#### Audio/Visual Needs:

Recorded Music: \_\_\_ CD \_\_\_ Ipad/MP3/other \_\_\_ DJ \_\_\_ Other *(explain)* \_\_\_\_\_

Live Music: \_\_\_ Soloist \_\_\_ Small Group \_\_\_ Choir \_\_\_ Band  Special Lighting  Sound Check

TV Monitor Screens  Request for Event Recording: \_\_\_ Audio \_\_\_ Video  Microphones: \_\_\_# Requested

*(Lavalier (lapel) microphones are not available)*

Instruments: \_\_\_ piano \_\_\_ organ \_\_\_ drums \_\_\_ other \_\_\_ amps for guitar/keyboards

#### Please note room arrangement instructions:

Banquet Style round table (8 seats) \_\_\_ of tables  Linen \*HOLTF doesn't provide linens

Banquet Style round table (6 seats) \_\_\_ of tables  Fine China \*Depends on Request  Extended stage w/ head table

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**You will be notified within seven (7) business days concerning approval/disapproval of your event.**

### EVENT POLICIES

Evaluate event with Ministry Department & HOTLF Church Office

Approve  Disapprove; Reason \_\_\_\_\_

Event Planning Coordinator \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_

Date Entered on Church Calendar \_\_\_/\_\_\_/\_\_\_\_\_ Event Coordinator notified (date) \_\_\_/\_\_\_/\_\_\_\_\_

### RENTAL POLICIES AND RATES

1. Please include an email so confirmation can be emailed to you.
  2. HOTLF church and premises are smoke-free and alcohol-free. No usage or possession is allowed on Church premises of alcohol, illegal drugs and banned substances, pornography, and illegal gun possession.
  3. The Church's downstairs sanctuary has a maximum occupancy capacity of 190. Only 170 seats are available for the downstairs sanctuary. Seating arrangements will need to be discussed with Church Office staff prior to the event. Please note that the Church will adhere to the maximum seating capacity even on the day of your event.
  4. Rice, bird seed, powder, confetti, or bubbles are not to be used within the church facility (unless confetti is confined on a table, bubbles remain in closed bottle). Rice, bird seed, powder, and confetti are not allowed to be distributed outside church property. These items can easily cause persons to slip and fall and are difficult to clean up.
  5. Specify if a renter requires a staff member to
    - a. Open/close the building \_\_\_\_\_
    - b. Set up tables, chairs, etc. \_\_\_\_\_
    - c. Set-out kitchen equipment \_\_\_\_\_
    - d. Clean up, i.e., put away tables, chairs, vacuum carpets, mop floors, tidy washrooms, etc... \_\_\_\_\_
- Pending request, the renter has the option to set up and clean up themselves.**
6. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility or equipment, including damage costs of any kind incurred by the Church from the renter.
  7. All bookings and arrangements must be made through the church secretary at least **two weeks** prior to the event.
  8. Bookings and arrangements in unusual circumstances may be directed to the Pastors for approval.
  9. Cancellation: notify the HOTLF Church office for cancellations.

### RENTAL AGREEMENT

Signatures on this form indicate the agreement of the renter to the terms and conditions, and the approval of the rental application by the HOLTF Church.

Renter's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Approval from \_\_\_\_\_ Date: \_\_\_\_\_

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### For Office Use Only:

## House of the Lord Fellowship Event Checklist Use this basic checklist to assist group in planning

### Event Authorization (2 months before event)

Event Request Form completed & approved by Office Signature: \_\_\_\_\_ Date \_\_\_\_\_

Event Pre-Planning Meeting Scheduled (see below) Date: \_\_\_\_\_

Event is approved by Event Planning Coordinator Signature: \_\_\_\_\_

Event is approved by Pastor Signature: \_\_\_\_\_ Date \_\_\_\_\_

*(All guest speakers must be approved by the pastor prior to extending the invitation to guest speaker)*

Event is approved by Music Ministry Signature: \_\_\_\_\_ Date \_\_\_\_\_

*(Must be approved if rehearsals, instruments, sound, A/V, etc. is needed also for any singers or choirs invited or involved)*

Event is approved by Youth Leader (If youth are involved)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Event is approved by Building Maintenance: \_\_\_\_\_ Date \_\_\_\_\_

Event is approved by Ministry/Dept. Leader Signature: \_\_\_\_\_ Date \_\_\_\_\_

### Event Planning (1-2 months before event)

Complete program outline

*(All guest speakers must be approved by Pastors Snyder, & all choirs must be approved by Pastors prior to invitation; use Event Form)*

Ministries notified: \_\_\_\_\_ Sound Ministry \_\_\_\_\_ Music Ministry \_\_\_\_\_ Building Maintenance \_\_\_\_\_ Youth Ministry

\_\_\_\_\_ Ushers \_\_\_\_\_ Greeters \_\_\_\_\_ Nursery \_\_\_\_\_ Other Ministry \_\_\_\_\_ Other

Budget

Check request(s) submitted to HOTLF Church Office Date submitted: \_\_\_\_\_

Security/Parking

Parking assistants appointed  Law enforcement volunteers secured  Signs needed & posted

Kitchen

Determine menu  Assess current equipment needs

### Event Promotion (1-2 months before event)

Schedule production meeting with event department leaders (ex. sound, set up, security, facilities tech)

Program outline submitted to church office  Program guidelines given to participants

### Event Implementation (20 days before event)

Pay balance of fees to HOLTf Office  Schedule a production meeting with everyone involved with event

Purchase supplies, materials, food, etc...  Reconfirm all program participants; obtain bio from speaker

Handouts copied. If needed, signage for room locations completed

### Pre-Event (1-2 days before event)

Conduct pre-event meeting & walkthrough with coordinator and/or everyone involved with event

### Event Day

Arrive early for the event set-up  Post signs as necessary

Greet guests / Have fun!  Clean-up / Breakdown completed  Ensure doors locked after event

### Post-Event Evaluation (1-2 days after event)

Approve  Disapprove; Reason \_\_\_\_\_