

# Heritage Hill Church

## Master Calendar Request Form

Today's Date: \_\_\_\_\_

Sponsoring Group \_\_\_\_\_

Responsible Person(s) in Charge \_\_\_\_\_ Phone \_\_\_\_\_

Type of Event \_\_\_\_\_

Describe the activity \_\_\_\_\_

**Date Requested** \_\_\_\_\_

Time of Event \_\_\_\_\_ to \_\_\_\_\_ # of people expected \_\_\_\_\_

Arrival time \_\_\_\_\_ Departure time \_\_\_\_\_

(for preparation)

(after cleanup)

Building to be opened by \_\_\_\_\_

Building to be locked by \_\_\_\_\_

**The Building should be left picked up, trash taken out and locked.**

### Facilities Requested (Circle)

Sanctuary

Classroom by Kitchen

Kitchen

Nursery

East Wing

West Wing Classrooms

Sanctuary Classrooms

### Equipment Requested (Circle)

Sound Equipment\*

TV/VCR

Overhead Projector

Screen

Name of operator\* (Must be approved by Worship Pastor) \_\_\_\_\_

List any special needs \_\_\_\_\_

**Name of person submitting request** \_\_\_\_\_

Contact info for response or approval \_\_\_\_\_

Master Calendar Board  
Google Calendar  
Approval

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_