

Request for Use of Mount Hermon Facility

This form must be completed and returned to the church office at **7-10 days before any special activity or meeting** is scheduled in the church building. All requests are on a first come first serve basis.

Application Date: _____

Contact Person: _____

Church Member: Yes No

Phone Number: _____

Email: _____

Is Set-up & Tear down time included? Yes No

Will Set-Up & Tear down time be required prior to
Or after date of planned activity? Yes No

Explain: _____

Church Ministry: _____
(i.e., lay Organization, Stewardess Board, YPD, Christian Education, Sons of Allen, WMS, Senior Adults, Etc.)

Type of Planned Activity: _____
(i.e. Business Meeting, Luncheon, Wedding, Funeral, Party, Banquet, Reception, Etc.)

Rooms Required: _____ Number of People Expected: _____

H. E. Green Community Center Setup: _____ Round Tables: _____ Rectangular Tables: _____ Chairs
Food Service _____ Kitchen _____ Gas Usage _____ (See reverse side of form for setup of Table diagram) →

Equipment Needed: Sound DVD/CD Private Wifi Laptop Internet PowerPoint

Publish in Church Bulletin? Yes No Dates to publish if applicable: _____
(Deadline for bulletin and video announcements is Tuesdays @12:00 Noon – NO EXCEPTIONS)

I have read and agree to comply with the "**Rules for Use of Church Facilities**" as established
by Mount Hermon AME Church Miami Gardens.

Signature of **Person Making Request** for Use of the Church Facility

Date

FOR OFFICE USE ONLY

Approved: Yes No Date of Approval: _____ Approved By: _____

Rooms/Areas to be used: Sanctuary Community Center Nesbitt Conference Room
 Agape Area Charisma Area Koinonia Area Majestic Area

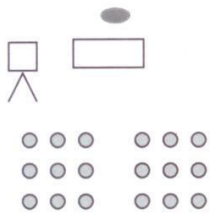
Fees Paid \$ _____ Receipt No.: _____

Cleaning Fee Required: Yes No Not Required

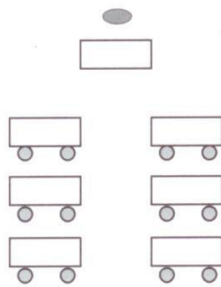
Copies to: Person Making Request Security Operations Director Custodian Sound Technician Church Office



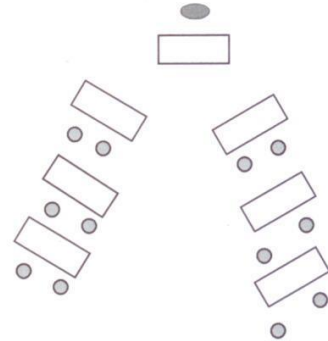
Theatre Style



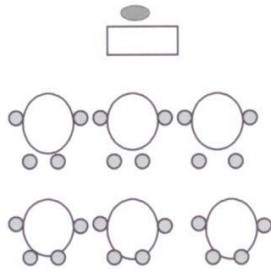
Classroom Style



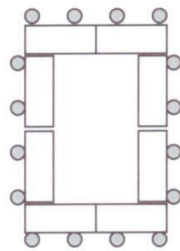
Fish or Fan Style



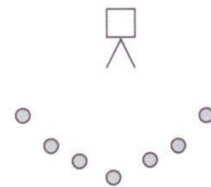
Cabaret Style



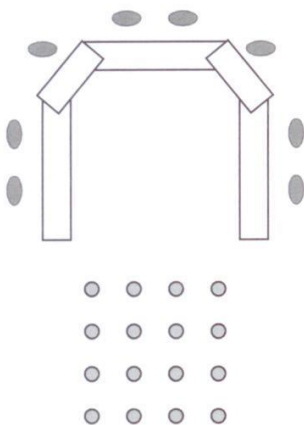
Board Room Style



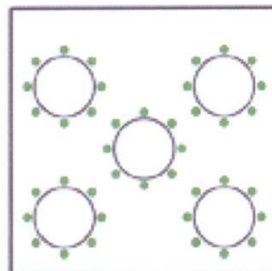
Half-circle Style



U-Shape Style



Banquet Style



OTHER

