

ROLLING HILLS COMMUNITY CHURCH

APPLICATION FOR FACILITY USE

THIS COMPLETED FORM MUST BE SUBMITTED FOR APPROVAL PRIOR TO SCHEDULING SPACE AT ROLLING HILLS COMMUNITY CHURCH. BASED ON INFORMATION PROVIDED, WE MAY REQUEST ADDITIONAL DOCUMENTS PRIOR TO APPROVAL. THIS APPLICATION DOES NOT REPLACE OUR RESERVATION SYSTEM AND DOES NOT GUARANTEE A RESERVATION.

RESERVATION REQUESTS MUST BE APPROVED BY THE RHCC EVENTS TEAM AND SHOULD NOT BE CONSIDERED APPROVED UNTIL A CONFIRMATION EMAIL IS RECEIVED. ALL RESERVATIONS ARE SUBJECT TO A RESERVATION FEE AS DETERMINED BY RHCC.

TODAY'S DATE: _____

EVENT NAME: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL: _____

ADDRESS: _____

WEBSITE: _____

REFERRING MINISTRY, PASTOR OR PERSON: _____

IF YOU ARE A NON-PROFIT, PLEASE LIST YOUR FEDERAL ID#: _____

(A COPY OF YOUR 501c3 WILL BE REQUIRED IF REQUEST IS APPROVED)

IF YOU HAVE A MISSION STATEMENT, LIST IT HERE. PLEASE LIST ANY AFFILIATIONS WITH RELIGIOUS, POLITICAL OR COMMUNITY ACTION GROUPS:

WHAT IS THE PRIMARY PURPOSE OF YOUR REQUEST? INCLUDE IF THIS IS A ONE-TIME EVENT OR ONGOING USE. PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE:

WHAT DATE(S) ARE YOU ASKING FOR: _____

WHAT TIMEFRAME ARE YOU ASKING FOR: _____

DOES THIS INCLUDE SET UP AND TEARDOWN: _____

HOW MANY PEOPLE DO YOU ANTICIPATE ATTENDING YOUR EVENT: _____
DOES YOUR EVENT REQUIRE SPECIAL A/V AND TECHNICAL SETUP, EQUIPMENT AND/OR PERSONNEL: _____
DOES YOUR EVENT REQUIRE TABLES & CHAIRS: _____
WILL YOUR EVENT SERVE FOOD: _____ *CATERER MUST BE APPROVED BY RHCC
WHICH ROOMS ARE YOU WANTING TO USE: _____
DOES YOUR EVENT SELL MERCHANDISE: _____

*RHCC RESERVES THE RIGHT TO CHARGE A MERCHANDISE FEE OF AT LEAST 10% ON ANY MERCHANDISE SOLD.

PRIOR TO THIS REQUEST, WHERE HAVE YOU BEEN HOLDING YOUR EVENTS/MEETINGS? INCLUDE TWO REFERENCE NAMES AND PHONE NUMBERS (AT LEAST ONE MUST BE FROM A FACILITY PREVIOUSLY RENTED FROM) AND HOW MUCH YOU PAID AT THE PREVIOUS LOCATION:

RHCC DOES NOT ALLOW GROUPS RENTING THE FACILITY TO PROVIDE ANY CHILDCARE ONSITE UNLESS SPECIAL PERMISSION IS GRANTED AND YOUR CHILDCARE PROVIDERS HAVE A BACKGROUND CHECK, ARE TRAINED AND FOLLOW THE RHCC POLICIES IN PLACE.

PLEASE SEND COMPLETED FORM TO OUR FACILITIES DEPARTMENT:

EMAIL: BECKY.HARNISH@ROLLINGHILLS.ORG
OR MAIL TO: ROLLING HILLS COMMUNITY CHURCH
ATTN: BECKY HARNISH
3550 SW BORLAND ROAD
TUALATIN, OR 97062