

Hickory Ridge Community Church Facility Usage Form

Please return form via email to cbass@hrcc7.org

Direct questions to Christina Bass 757-421-7500

****While we do not charge a space usage fee, any donations you wish to make in lieu of a fee can be made to HRCC.*

Name			
Phone #			
Email			
Date of event			
Times of event	Starting Time:		
	Ending Time:		
Description of event			
Is this a recurring event? (please circle one)	Yes: every (please list day of week) _____		
	No		
Time you need access to facility for set up			
Space requested (Family Life Center, Prayer Room, Sanctuary, Outside, Trailer A, Trailer B, Trailer C, Pavilion, kitchen) <i>*List ALL areas needed</i>			
Tables needed	# tables needed		
	Type of tables (round/rectangular)		
# chairs needed			
Any additional supplies/items needed?			
Tablecloths (please circle one)	Bringing own tablecloths	Using church tablecloths	
		# needed	
Is AV team needed? (agreement to AV fees)			
Person/people cleaning up; agreement to cleaning procedures			

Office use only:

Date form received:

Received by:

Recorded on calendar:

Date all parties notified:

Revised 8/10/22