

EVENT AND MEETING RESERVATION FORM

HIWAY BAPTIST CHURCH

10505 E Brown Rd. Mesa, AZ 85207
480.986.5021
www.hiwaybaptistchurch.org



USE THIS FORM TO SCHEDULE ANY AND ALL MEETINGS, EVENTS AND OTHER
ACTIVITIES WHICH USE THE HIWAY BAPTIST CHURCH FACILITIES
(MUST BE TURNED IN 2 WEEKS PRIOR TO THE EVENT)

MEETING/EVENT NAME: _____

DATE OF EVENT: _____ START TIME: _____ END TIME: _____

NUMBER OF ATTENDEES: _____ WILL FOOD OR BEVERAGE BE SERVED? Yes No

CONTACT PERSON: _____ CONTACT PHONE: _____

EMAIL ADDRESS: _____

BRIEF DESCRIPTION OF EVENT: _____

TYPE OF EVENT: Ministry Event Personal Change Of Schedule Cancellation

FACILITY REQUEST (Check all that apply)

Worship Center Family Life Center Children's Building
 Outdoor Spaces Specific Classroom(s): _____

SIGNATURE

DATE

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Event and Meeting Reservation Form - Instructions and Process

PROCESS:

To submit a request for use of facilities or to schedule a meeting, please complete this form and submit it to the COMPLETED FACILITY FORM box. You will receive email notification within 7 days of submission. Your email notification will indicate if the activity is approved, the facilities assigned to your activity, and may ask you some follow up questions about your event.

INFORMATION:

The use of HiWay Baptist Church, facilities and properties are by permission only. The ministries and members of HiWay Baptist Church are given first priority. Any person/group who has goals, ideals, beliefs, purpose, or activities that are in conflict with the Word of God, HiWay Baptist Church, or that violate city, state, or federal laws will not be allowed use of the facilities.

FEES:

Fees for activities will be \$50 per hour (this covers: utilities, janitorial, etc). Please clean up after yourself and take out the trash, or an additional fee will imposed. This fee is subject to modification as determined by the Facilities Committee. Only the facilities indicated on the request form as approved will be available for use at the time of the activity. Please turn in a check payable to HiWay Baptist Church prior to the event.

RESTRICTIONS:

The church facilities are not available on Sundays or Wednesdays, Easter Week, Christmas Week, and other Christian Holidays. There is no Smoking and no Alcoholic beverages allowed in or around church property at any time. No food or beverages are allowed in the sanctuary. Setup and tear down are the responsibility of the person. Facilities are expected to be left in the same condition in which they were provided. Excessive debris, dirt, or damage will incur additional charges. Any damage to HiWay property is the responsibility of the person or group requesting the facility. HiWay is not responsible for lost, stolen, or damaged personal articles or property.