HAMPTON
PRESBYTERIAN CHURCH

# *Room Reservation Form*

---

Name : _____ Phone #: _____

Email : _____ Date Submitted: _____

---

Purpose / Event Name : _____ Date of Event: _____

Room(s) Requested : _____ No. of Attendees: _____

Start Time : _____ End Time : _____

Time Needed for Setup / Cleanup? : _____

Recurring or One-Time? : _____

**If recurring, contact church office for approval and scheduling**

---

**Kitchen Needed :** (Circle) YES NO

**Appliances Needed:** ☐Fridge ☐Freezer ☐Stove ☐Oven ☐Warmers ☐Coffee Maker

**NOTE :** If the kitchen is used, a separate form is required to be submitted upon the conclusion of your event. A cleanup plan must be discussed with HPC staff prior to your event to ensure proper care is taken when using the kitchen.

---

**Other Equipment / Setup needs :** The Work Order form must be completed along with your reservation form to ensure the availability of HPC staff to accommodate your setup requests.

HAMPTON
PRESBYTERIAN CHURCH

# *Terms and Conditions/ Usage Agreement*

I, _____, acknowledge the following terms:(initial)

_____ I have received a copy of the Building Use Policies and Guidelines, and I will be responsible for and adhere to them.

_____ I understand that any rooms used by myself or anyone associated with my event will be left clean and orderly, the way they were found.

_____ I understand that before my event I must consult with the Office Manager and Facilities Manager regarding proper building usage policies.

_____ I understand that Hampton Presbyterian Church will not be held liable for any accidents, injuries or personal property damage occurring on church property or in use of HPC facilities for any extracurricular activity or event.

_____ I agree that in the event of an emergency that threatens life and/or church property, I will call 911 immediately.

_____ _____

Signature Date

---

**Office Use Only**

Deposit:$_____ Date Received :_____ Check #:_____

Total Fee:$_____ Date Received :_____Check #:_____

Fee Includes : _____