

ROOM REQUEST FORM
2009—2010

Bower Hill Community Church
70 Moffett Street
Pittsburgh, PA 15243
412-561-4114 / office@bhccml.com

- All building usage must be approved by the Session, which meets on the last Monday of the month.
- Church groups have priority use of our facilities.
- No outside groups may use our facilities during Holy Week or the week prior to Christmas.
- BHCC reserves the right to change standing room reservations for special activities, etc.
- Keys issued will be returned within two business days. Lost keys are subject to a \$25 fee.

SINGLE EVENT REQUEST: Use the spaces below for a one-time event

Name of Group: _____

Date(s): _____ Time: _____ to: _____

Type of Event: _____ Number Expected: _____

Non-Profit: YES NO Custodial Service(\$75): YES NO

REPEAT EVENT REQUEST: To request a reciprocating date, indicate below

We wish to meet every _____ From _____ to _____

Additional Info: _____

Start Date in 2009 _____ End date in 2010: _____

Type of Event: _____ Number Expected: _____

Non-Profit: YES NO Custodial Service(\$75): YES NO

ROOM(S) REQUESTED: Indicate your choice of rooms below.

Lower Level

__ Room 103 (20 people)

__ Lounge (30 people)

__ Parking lot

Upper Level

__ Friendship Room

__ Church Library

__ Fellowship Hall

__ Kitchen

__ Chapel

__ Sanctuary

__ Parking Lot

RESPONSIBLE PARTY: (it is your responsibility to notify the office if this information changes)

Name: _____ Keys Issued _____ Keys Returned _____

Address: _____

Phone: _____ Email address: _____

ADDITIONAL CONTACT: _____ Phone: _____

SIGNATURE: _____

By signing this form, you agree to be responsible for the cleaning of all reserved areas and checking the restroom facilities, for the restoration of the furniture arrangement, the removal of trash to the outside dumpster, extinguishing lights and securing the building upon departure (for key-holders). Failure to do so will result in a \$75 custodial charge per violation and the possibility of termination of your reservation. You further agree that you have received and read a copy of our building usage guidelines.