



FACILITY USE REQUEST FORM

Mount Helena Community Church

1710 National Avenue Helena, MT 59601

Phone: 406.449.7771 Fax: 406.449.3745

PROCEDURE

Events will be scheduled at least a week ahead of time. All arrangements will be considered tentative until this request form is signed and returned with MHCC staff approval. Once the event is approved, your team will be responsible for finding people to assist with setup, teardown, cleaning after the event and making sure the building is locked.

REGULATIONS

As a courtesy to the Gateway Center, please observe the following:

1. NO SMOKING in the building.
2. NO ALCOHOLIC BEVERAGES on the Gateway Center property, unless special permission is granted in writing.
3. ABSOLUTELY NO USE OF TACKS, nails, tape or any other fasteners allowed for fastening decorations to walls or ceilings.

MHCC Ministry Information

Team		Leader	
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Event Information

Event Title				Event Date		
Time		Expected Attendance		Setup Date		Setup Time
Event Coordinator				Ministry Leader Approval?	<input type="checkbox"/>	

Which room(s) will you need?

	ITEM	# DAYS
<input type="checkbox"/>	Auditorium	days
<input type="checkbox"/>	Lounge	days
<input type="checkbox"/>	Green Room	days
<input type="checkbox"/>	Meeting Room #1	days
<input type="checkbox"/>	Meeting Room #2	days
<input type="checkbox"/>	Meeting Room #3	days

Which additional items will you need?

	ITEM	# DAYS
<input type="checkbox"/>	Portable Sound System	days
<input type="checkbox"/>	Portable Projector	days
<input type="checkbox"/>	Projector Screen	days
<input type="checkbox"/>	Whiteboard	days
<input type="checkbox"/>	Use of the coffee bar	days
<input type="checkbox"/>	Other _____	days

Crew info

Person responsible for locking up after event	
Person responsible for making sure building is cleaned	

Linens Information

- If you would like to have linens ordered, you will need to contact Jackie Furlong at the MHCC Office to order them. **Your linen order needs to be in the office 2 weeks before your event. Linens are \$2/table.**
 - Will you be ordering linens? Yes No

Cleaning Checklist

- Once your event is approved, you will need to pick up a cleaning checklist from the office. The checklist will be ready 2 days prior to your event.

Other Notes

Event Coordinator Signature

MHCC Staff Member Signature