

Hope Christian Center, Inc.
369 New Lots Avenue Brooklyn NY 11207
Phone: (718) 257-5494 Fax: (718) 240-1754
 Website: www.hopechristiancenter-nyc.org
 Email: admin@hopechristiancenter-nyc.org

Meeting Room Request/Setup

- **Filling out this form does not guarantee the space requested. Administration reserves the right to relocate, disapprove, or cancel all requests.**
- **All facilities used must be kept clean and orderly. If space requested is left in disarray, (ie. displaced chairs, or trash improperly disposed) it could result in the loss of meeting privileges.**
- **Use of support equipment requires that someone in your meeting be responsible for proper operation and return of equipment.**

Today's Date: _____

Ministry/Organization: _____

Contact/Representative: _____

Address: _____

Telephone: **Office:** **Cell:** **Fax:**

E-Mail: _____

Event/Exhibit Title: _____

Number of guests: **Disabled:** **Seniors:** **Adults:** **Children:**

Type of Event: Seminar/Training Meeting Rehearsal Other:

Inclusive Dates: **From:** **To:**

Daily Weekly Bi-Wkly Monthly Other:

ROOM/VENUE		
<input type="checkbox"/> Lobby	<input type="checkbox"/> Mt. Sinai (Room 2)	<input type="checkbox"/> Bethlehem (Room5)
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Mt. Nebo (Room 3)	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Bethel (Room 1)	<input type="checkbox"/> Jerusalem (Room 4)	<input type="checkbox"/> _____
EQUIPMENT		
<input type="checkbox"/> TV	<input type="checkbox"/> DVD Player	<input type="checkbox"/> Internet Access
<input type="checkbox"/> LCD Projector	<input type="checkbox"/> CD Player	<input type="checkbox"/> Microphone
<input type="checkbox"/> PC	<input type="checkbox"/> VHS Player	<input type="checkbox"/> Food/Refreshments
<input type="checkbox"/> Lectern	<input type="checkbox"/> Marker Board	<input type="checkbox"/> _____
PERSONNEL		
OTHER REQUIREMENTS		

Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>		
Questions/Comments:			
Reviewed by:		Date Reviewed:	