



EVENT REQUEST FORM

Please complete and submit to Raechel Ingram or via email at HGChospitalityteam@googlegroups.com.

Note: Classifying events as "church events" or use of HGC facilities by members for personal events must be approved by the Elders and is a privilege enjoyed by covenanted members of Heritage of Grace Church.

MEMBER NAME: _____ EMAIL: _____ PHONE: _____

HGC BUILDING REQUESTED: North (Dupo) South (Columbia)

EVENT DATE: _____ APPROX. TIME: _____ to _____

*TYPE OF EVENT: Church Event Member Event Personal Event

*Church events are those, which are facilitated and/or sponsored by HGC. Member events are not sponsored by HGC but are member-facilitated events to which a church-wide invitation is extended.
Personal events are non-church related and are not necessarily intended to include HGC members.

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE EVENT.

I have read and agree to the terms of use for the HGC facility I am requesting. _____
Member Signature

HOSPITALITY COMMITTEE USE ONLY:

CHURCH EVENT APPROVED <input type="checkbox"/>	PERSONAL USE OF BUILDING APPROVED <input type="checkbox"/>	OTHER <input type="checkbox"/>
ADDED TO CHURCH CALENDAR <input type="checkbox"/>	ELDER INITIALS: _____	SEE NOTES ON REVERSE SIDE