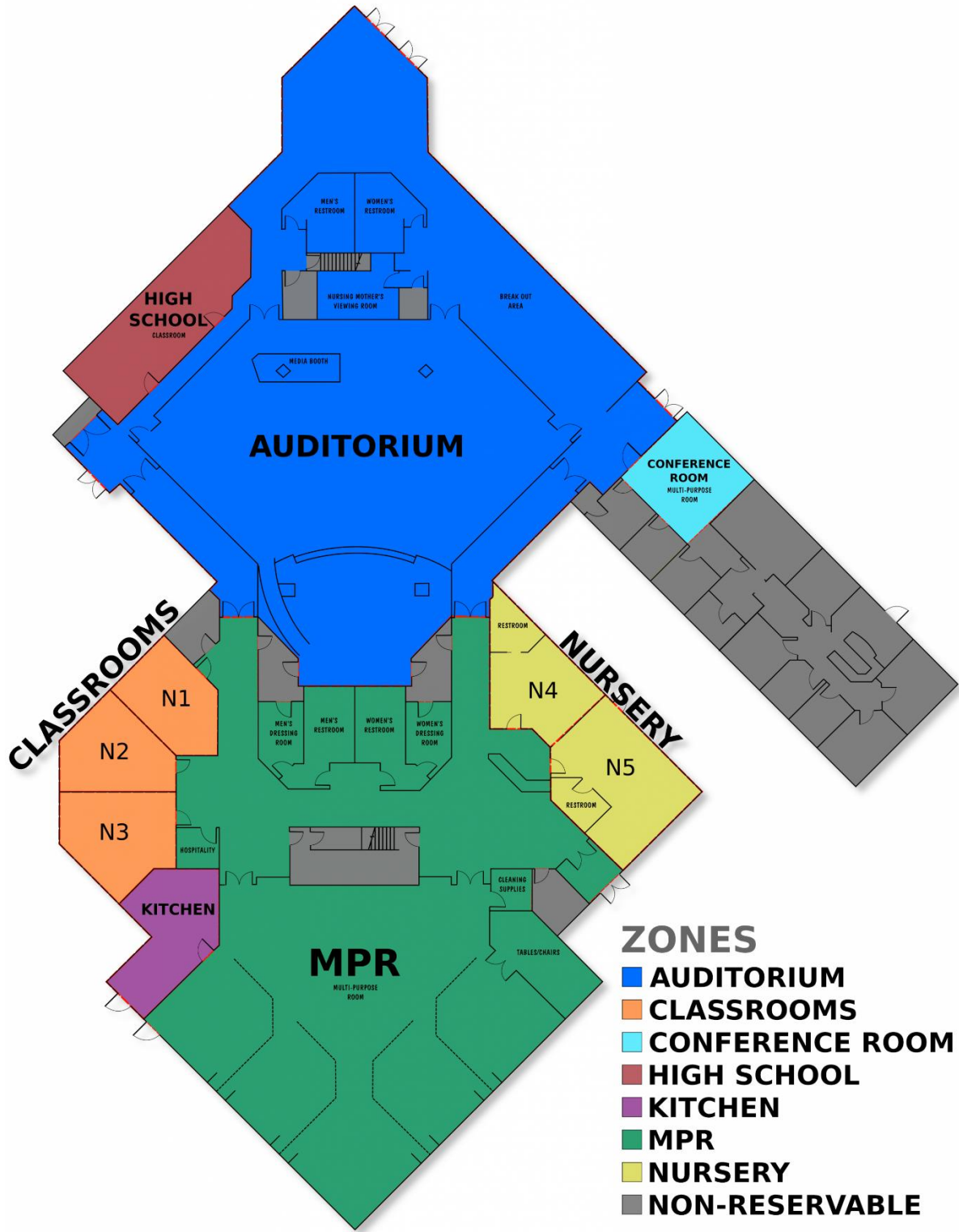


3079 E. 16th Ave.
Post Falls, ID 83854



Thank you for your interest in using our facility. To request usage of the HPC Campus, please follow the prompts to complete and submit this form.

Room(s)/Area(s) Requested

- Auditorium (Requires HPC Tech staff member present for audio/video system use)
- Multi-Purpose Room (MPR) (May require HPC Tech staff member present for audio/video system use)
- Classroom (N1)
- Classroom (N2)
- Classroom (N3)
- Conference Room (HPC Staff or Special Permission Only)
- High School (HPC Staff or Special Permission Only)
- Dressing Rooms
- Kitchen
- Nursery
- Outdoor Area (Not shown)

Contact Information

First Name: _____

Last Name: _____

Ministry Name (optional): _____

Event Name: _____

How many people are estimated to attend your event?

Phone Number: _____

Phone Options (optional):

This is a mobile phone

I would also like to receive text communications to my mobile phone

Email: _____

Best way to reach you:

Email

Phone

Text

Event Dates(s) & Times

Please provide at least two weeks' notice prior to your scheduled event.

Is this a one-time event, or an ongoing event?

- One-Time Event
- Ongoing

Event Frequency:

If Other, please specify: _____

Event Start Date: _____

Event End Date: _____

Setup Start Time: _____

Event Start Time: _____

Event End Time: _____

Time Expected to Leave Campus (After clean up): _____

Resources

Please select any items you would like to request to use.

Equipment Needed (optional):

- TV
- Bluray/DVD Player
- Projector
- Computer
- Sound System
- Microphone (Includes Sound System)
- Whiteboard (Classrooms N1-N3 already have whiteboards)
- Other

If Other, please specify: _____

Hospitality (optional):

- Beverage Cart (Includes small coffee pots, tea, cider, hot water)
- Coffee Service (Large coffee pots, only for groups of 30+ people)
- Barbeque Grill

Proof of Insurance

Our group has a "Certificate of Insurance" Liability Insurance

Yes

No

This is typically only required for groups that are not a part of HPC. *Our Office requires a copy. If you have a copy available, please attach it to the email along with this form. If you have questions, please call our Office during business hours at (208) 777-9654 or email events@hisplace.org.

Additional Comments: