

HCPC Facility Use Request

Name of Group _____

Purpose of Group (User will provide a brochure, website, or written statement that details the purpose and/or philosophy of the group.)

Day(s) requested _____

Start Date _____ End Date _____

Start and End Time _____
(Please include the time you will need for set up and clean up)

Number of people in the group _____

Room(s) requested (if known) _____

Please note: HCPC is a non-profit organization. User may not charge attendees or request suggested donations to attend the User's event.

Please provide the following contact information:

Name _____

Address _____

Phone number _____

Email address _____