



## Church of Hope Building Use Request Form

*Columbia City Church of Hope is a progressive faith community rooted in God's grace and acceptance where we work together toward justice, love, and wholeness.*

**Please provide the following information and submit to [columbiacityhope@gmail.com](mailto:columbiacityhope@gmail.com) for review.**

Space Requested:

- Sanctuary + Side Chapel (max. 200 people)
- Basement + Kitchen (max. 150 people)
- Classroom (max. 15 people)

**This is a ONE-TIME Meeting:**

Meeting Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ (please add 15-30 minutes for set up)

End Time: \_\_\_\_\_ (please add 15-30 minutes for clean up)

**This is a RECURRING Meeting:**

Frequency:

Weekly

Monthly

Every Other  
Week

Other:

\_\_\_\_\_

Meeting Day:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Start Time: \_\_\_\_\_ (please add 15-30 minutes for set up)

End Time: \_\_\_\_\_ (please add 15-30 minutes for clean up)

# CHURCH OF HOPE

Special Needs, Accommodations, or Requests:

**Disclaimer:**

*Should schedule conflicts or other issues arise, the Church of Hope reserves the right to work with all parties in finding an acceptable solution for the use of the space. For groups that regularly meet at the church, we will endeavor to provide at least 3 months notice if space availability substantially changes. We believe in our community and want to provide the best experience for everyone, in a way that is consistent with our mission.*