THE HINDU SOCIETY OF NORTH CAROLINA
309 AVIATION PARKWAY
MORRISVILLE, NC 27560
Phone: (919) 481-2574

Program Request Form

Action Taken by HSNC Board(Sign / Initials): _____Approved; _____ Not Approved
HSNC Rental approval (Requested time slot open?) : _____ (Y / N); check with rental contact or online calendar at www.hsncweb.org

Hindu Society would like to support various programs within the context of our religion and culture. The request of program can be initiated through Committee, Board or HSNC supports. In order to be fair to every member/donor to HSNC; avoid misunderstanding and set correct expectations; this form must be completely filled out. This process helps equal sharing of financial burden across the groups/community and helps Temple/HSNC.

Name of person/committee/group: _____
Phone Number : _____(main); _____(alternate)
Email Address: _____; _____

Event Date/s :	Facility Requested : Temple Hall____; Cultural Hall ____; Mini Hall____; Medition Room____
Event Set-up Time: _____	Do you want to use A/V system (Y/N) : ____; Do you need special lighting support (Y/N) : _____
Event Start Time: _____	Do you need A/V support person (Y/N) : _____
Event End Time: _____	Need to use kitchen Area (Y/N) : ____ ; Need kitchen stove to warm/cook food (Y/N) : _____
Expected attendees: _____	Need set-up person/s (Y/N) : _____; Need cleaning person (Y/N) : _____

1. Program Sponsor (responsible for travel, lodging, boarding, etc): _____(N/A, Name, HSNC)
2. Facility Use Sponsor : _____(N/A, Name, HSNC)
3. Program intend to raise fund (direct or any)? (N/A, Y/N) : _____
4. Fund raising for WHO ?: _____(N/A, Name, HSNC)

Signature of Requester: _____; Date: _____

Note: Facility requester or event presenter must not participate, encourage or otherwise influence devotees/attendees to donate directly or indirectly unless the facility is rented. If presenter to be rewarded (agreed upfront with HSNC), all funds raised during or after event first go through HSNC. The HSNC Board will determine the amount of reward. Please understand, the daily cost of Cultural Hall (mortgage + electricity + gas + water + cleaning/supply + yard/dumpster + maintenance cost + wear) = approx. $600 plus per day.

Comments / Justification of Program :

(use back or attach page for additional information)