

## Hosanna Interior Renovation and Furnisher Purchase Request Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

### Project Summary

If you represent a committee or group please identify them. \_\_\_\_\_

What do you want to do? \_\_\_\_\_

\_\_\_\_\_

Why does this need to be done? \_\_\_\_\_

\_\_\_\_\_

Who will do the work? \_\_\_\_\_

What is the cost and who is funding this? \_\_\_\_\_

\_\_\_\_\_

When will this start and when will it be completed? \_\_\_\_\_

\_\_\_\_\_

Because so many different groups use these facilities, it is important that you identify all parties impacted by this proposed change and secure their approval. Please write a brief description of how this proposal impacts others if applicable. Secure their approval before submitting this form.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Group

Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach complete description of proposed work if needed. Drawing, photos and detailed descriptions are helpful. Form and attachments may be placed in the Interiors Oversight mailbox.

## Instructions for Renovation and Furnisher Purchase Request Form

With the excitement of a growing congregation, new programs, and the purchase of additional buildings comes a flood of ideas on how the facilities should be furnished and renovated. Sometimes groups who use the church make decisions to change spaces that work well for them, but may have a negative impact on other users of the space. The Interiors Oversight Committee (a sub-committee of the Facilities Committee) has been formed to make sure that any purchases or renovations are completed in a user friendly and aesthetic fashion. If you wish to make any renovations or purchases of furnishings for any building belonging to Hosanna, please use the following procedures:

1. Visit the church office or the Hosanna web site to get the Hosanna Interiors Renovation/Furnishings Purchase Request form.
2. Place completed form to the Hosanna Interiors Oversight Committee facility mailbox.
3. The Interiors Oversight Committee will review the request.
4. After the review someone from the committee will meet with the applicant to convey the committees decision.

The Interiors Oversight Committee is not responsible for providing funding, materials or labor to complete projects.

What renovations need to be approved by IOC committee?

These approvals apply to both the main church facility and Hosanna House.

1. Permanent fixtures on walls (including pictures, wall hangings, bulletin boards, etc)
2. Any permanent changes to walls, floors, windows.
3. Any rearrangement of furnishings in the sanctuary for anything other than a one time event.
4. Any purchase or installation of furniture or appliances.
5. Any purchase or installation of window treatments.
6. Any purchase or installation of worship paraments, banners, adornments for the sanctuary.