



Date: ___/___/___
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THE NOVA EXPERIENCE HOST APPLICATION FORM

Last Name: _____

First Name: _____

Married Single

Spouse's Name: _____

Address: _____

City: _____

Postal Code: _____

Telephone (Home): (____) _____

E-mail: _____

Telephone (Cell): (____) _____

Alternate phone: (____) _____

Pets: No Yes, type: _____

Name of Home Church: _____

Guest bedroom(s) (*guests must have private sleeping areas*)

Room 1: Number of beds _____ Style: single / twin / double / queen / king / _____

Room 2: Number of beds _____ Style: single / twin / double / queen / king / _____

Room 3: Number of beds _____ Style: single / twin / double / queen / king / _____

Room 4: Number of beds _____ Style: single / twin / double / queen / king / _____

For office reference only:

Sector #: _____ Welcome Letter sent ___/___ by _____ Add to DB ___/_____



THE NOVA EXPERIENCE Billeting Program HOST GUIDELINES

Goal of Ministry – to provide:

- A safe warm comfortable haven—this type of atmosphere allows your Guest to relax and provides no distraction from the purpose of their visit
- Helps minimize the costs of guests desiring to attend The Nova Experience
- Facilitates restoration from travel fatigue

Responsibilities related to hosting:

Yours:

- Provide your Guest a private bedroom, and a bath which may be shared with other Guests or family members
- Welcome your guest into your home as part of the family
- Be available to answer questions, provide directions
- Approach your guests with an open servant's spirit

Ours:

- In your "Host Confirmation Email" from your Billet Director you will be receiving the following:
 - Housing needs – man, woman, couple
 - Visitor Information: Name, church name, email
 - Travel schedule, mode of transportation

Transportation Issues:

- We do not require our host families to provide transportation for the Guest.
- **FACT:** We do receive visitors arriving at a home without intending to rent a car. When this happens we need to be flexible. If you are not inclined, or have a schedule that does not permit you to accommodate your guest, we request that you contact us and will work something out. It may result in our having to move your guest to another home, but we will see that their need is accommodated.

The most important factor is to serve our Guests and enable their visit to be stress free and conducive to their learning.

Meals:

- We suggest our Host families provide a light breakfast and/or meal to their guest. If the Host is inclined to serve anything over and above this, it is at their own discretion; and is ***always welcomed*** by the guest. It is suggested, however, if you desire to serve them in this way that you do inquire with them if they have any particular allergies, or if their culture or tastes in food differ from ours. Also, just a suggestion, if you would like to provide meals for your guests, don't stock up on any type of food other than what you would normally eat. You could find out the hard way your guests have other plans for eating, or their tastes and eating habits differ from what you have and will be left with a lot of extra food.

Resolving problems or concerns:

If a difficulty should arise, please contact one of the following:

Billet Director:

Laura Bot

lauralbot@yahoo.ca

Evangel Event Manager:

Lorraine Richmond

lorrainer@evangelbc.org