

FACILITIES REQUEST – GENERAL USE

Completed form must be turned in to Church Office at least TWO weeks prior to activity

FOR OFFICE USE ONLY	
Event Date	_____
Requested Needs	
Custodial	<input type="checkbox"/> Yes <input type="checkbox"/> No
Set Up	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sound	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lights	<input type="checkbox"/> Yes <input type="checkbox"/> No
Video	<input type="checkbox"/> Yes <input type="checkbox"/> No

Member yes no Event Category Personal Ministry

Contact Person _____ Daytime Phone _____

Email _____

Type of Activity _____ Group _____

Date of Activity _____ Start time _____ am / pm End time _____ am / pm

Building to be opened _____ am / pm Building can be locked _____ am / pm

Room(s) requested _____

Completion date and time for setup if using CBC staff _____

Approx # of people expected to attend _____ Lights/AV system needed: Yes No

Sound system needed: Yes No

- If yes, Number of microphones needed _____
- Speaker? Yes No
- Performer? Yes No Type? vocal instrumental (list type) _____
- Number of people simultaneously performing _____

How many of the following items will you need?

_____ Chairs _____ Round Tables _____ Rectangle Tables
_____ Round Tablecloths _____ Long Tablecloths

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- If CBC staff does reset or cleaning following your event, you will be billed. Direction in reset and cleaning will be provided at no cost if available and applicable.
- You are generally responsible for all setup and clean-up for this activity in all rooms used. That also includes straightening the restrooms.
- Please do not serve red, pink, or grape punch in the building – it stains the carpet.
- No alcoholic beverages may be on CBC property.
- State law prohibits the use of open flames. Oil lanterns or candles burned inside a glass container may be used.
- No latex balloons or other latex products are allowed in the building due to increasing allergic reactions.
- If an item is broken during your event, the replacement cost can be billed even if yours is a ministry event.

MORE INFORMATION ON BACK

Draw a **diagram of desired setup** and indicate anything else you will need.
If custodial assistance is available, you will be notified

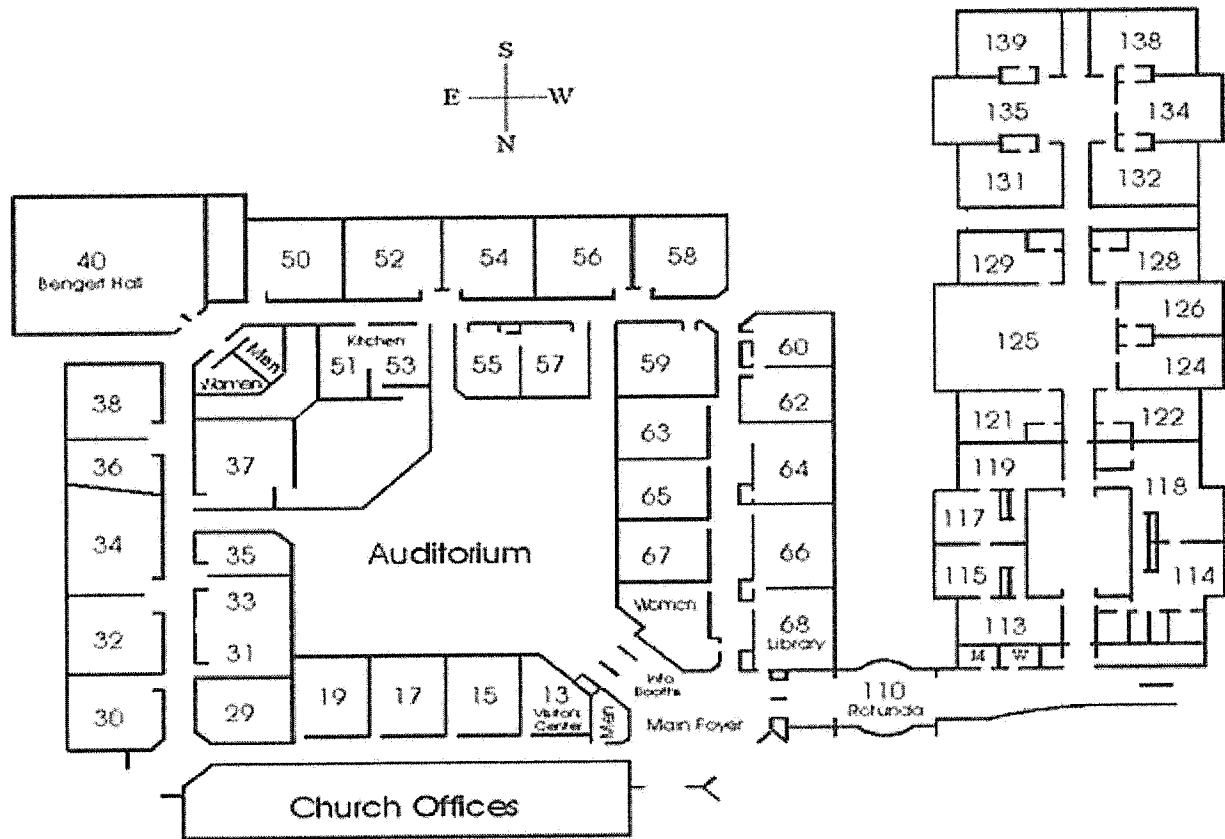


Diagram of room set up