

PLEASE save your completed form as a new file. Then email as an attachment to: chiatt@christcommunitychurch.com



Christ Community Church

Request To Schedule Event Sheet

~Please fill out completely (address, phone, etc.) or scheduling may be delayed~

Date Request Submitted: _____		Requested by: _____	
Event: _____		Room(s) Requested: _____	
Desired Event Date: ___/___/___ Is this a reoccurring event: <input type="checkbox"/> Yes <input type="checkbox"/> No If, "Yes," please <i>list each date desired</i> in the reoccurring date section below. Alternate Event Date: ___/___/___		Reserve/Setup Time: _____:____ AM - PM Event Start Time: _____:____ AM - PM Event End Time: _____:____ AM - PM Out-of-Facility By: _____:____ AM - PM	
Contact: _____		Estimated Attendance for Event: _____	
Address: _____		City: _____	State: _____
<input type="checkbox"/> Home Phone:		<input type="checkbox"/> Cell Phone:	<input type="checkbox"/> Work Phone:
		<input type="checkbox"/> E-mail:	

Comments/Description of Event: _____

Reoccurring Dates (please list each date separately - do not include holidays or days you will not be using the facility): _____

Tables: ___ea. 6' Rectangle ___ea. 60" Round	Chairs: _____
Equipment: <input type="checkbox"/> TV <input type="checkbox"/> VCR <input type="checkbox"/> DVD <input type="checkbox"/> Overhead Projector <input type="checkbox"/> LCD Projector <input type="checkbox"/> _____	
Will food served? _____	Will you be offering childcare? _____

*Rental fees will be discussed with our Facility Coordinator after your date(s) has been approved.

OFFICE USE ONLY	
Staff Oversight: _____	Policy Use Explained: _____
Officiating Pastor: _____ <input type="checkbox"/> Confirmed ___/___/___	Custodian: _____ <input type="checkbox"/> Confirmed ___/___/___
Sound Technician: _____ <input type="checkbox"/> Confirmed ___/___/___	Lighting Technician: _____ <input type="checkbox"/> Confirmed ___/___/___
Facility Coordinator: _____ <input type="checkbox"/> Confirmed ___/___/___	Rooms Reserved: _____
Date Approved: ___/___/___ Approved By: _____	<input type="checkbox"/> Entered into Logos ___/___/___ <input type="checkbox"/> Entered into Personnel