



## Facility Use Request Form

1. Requests must be submitted at least 7 days prior to event. Large events must be submitted 3 weeks prior.
2. You will have a response from CCF/LCS within 7 business days.
3. Please *clearly* complete each line below.
4. This form may be used for multiple dates *ONLY* if the given information is the same for each of the specified dates – otherwise please use a form for each date.

Event: \_\_\_\_\_ Ministry/Department: \_\_\_\_\_

Submitted on: \_\_\_/\_\_\_/\_\_\_

Requested By: \_\_\_\_\_

Phone:\_(\_\_\_\_\_)\_\_\_\_\_,\_(\_\_\_\_\_)\_\_\_\_\_

Email:\_\_\_\_\_

Alternate Contact:\_\_\_\_\_

Phone:\_(\_\_\_\_\_)\_\_\_\_\_,\_(\_\_\_\_\_)\_\_\_\_\_

Email:\_\_\_\_\_

Event Date(s):\_\_\_\_\_

Event Start & End Time:\_\_\_\_\_ until \_\_\_\_\_

Alternate Date(s):\_\_\_\_\_

Event Set-Up Time:\_\_\_\_\_

Is this a regularly occurring event? Daily  Weekly  Bi-Monthly  Monthly

Rooms Requested: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Number of people expected:\_\_\_\_\_ Number of chairs needed:\_\_\_\_\_ Number of tables needed:\_\_\_\_\_

Set-Up Contact \_\_\_\_\_

Phone:\_(\_\_\_\_\_)\_\_\_\_\_,\_(\_\_\_\_\_)\_\_\_\_\_

Email:\_\_\_\_\_

Clean-Up Contact \_\_\_\_\_

Phone:\_(\_\_\_\_\_)\_\_\_\_\_,\_(\_\_\_\_\_)\_\_\_\_\_

Email:\_\_\_\_\_

I am requesting the use of:

\*The Kitchen  Sound System/Projector (requires sound tech)  Television/ DVD  Tables  Chairs

\*Kitchen supplies may not be used without permission.

I am requesting the following personnel:

Unlock & Lock-up  Childcare  Sound Tech  Principal  Pastor  Other \_\_\_\_\_

OFFICE USE ONLY

Request Taken By: \_\_\_\_\_

Confirmation Date (within 7days) \_\_\_\_/\_\_\_\_/\_\_\_\_

Confirmed and entered into master/Google calendar?

*Confirmed Assignments*

Facility Person: \_\_\_\_\_ Phone:\_(\_\_\_\_)\_\_\_\_\_,\_(\_\_\_\_)\_\_\_\_\_

Email:\_\_\_\_\_

Sound Tech: \_\_\_\_\_ Phone:\_(\_\_\_\_)\_\_\_\_\_,\_(\_\_\_\_)\_\_\_\_\_

Email:\_\_\_\_\_

Childcare: \_\_\_\_\_ Phone:\_(\_\_\_\_)\_\_\_\_\_,\_(\_\_\_\_)\_\_\_\_\_

Email:\_\_\_\_\_

Chairs & Tables Crew: \_\_\_\_\_ Phone:\_(\_\_\_\_)\_\_\_\_\_,\_(\_\_\_\_)\_\_\_\_\_

Email:\_\_\_\_\_

Other: \_\_\_\_\_ Phone:\_(\_\_\_\_)\_\_\_\_\_,\_(\_\_\_\_)\_\_\_\_\_

Email:\_\_\_\_\_

**Notes:**