

First Christian Church Facility Use Request

Requests for use of First Christian Church (FCC) Musical, Audio/ Visual (A/ V) equipment and facilities must be made in writing and include specifics outlining who, what, when, where, and why the request is being made, and what support (janitorial, setup, teardown, building opening/ closing, etc.) is required.

Requests should be emailed to FCC facilities scheduler at facilityuse@fccoc.org at least **two weeks prior** to regular Trustee Meetings which occur on the 2nd Monday of the month.

Requestor Name: _____

Requestor Email: _____

Requestor Phone Number: _____

Is Requestor a member of First Christian Church? _____ Date of Request: _____

Details of Request:

Date(s): _____ Start Time: _____ End Time: _____

Space being requested: _____

Purpose of Event: _____

Is the event planned to honor a member/regular attender?

Is the event planned to honor a non-member/non-attender?

Is the event organized or presented by a for-profit organization or individual?

Is it the intent of this event to raise money?

If so, whom for? _____

All intentions to raise funds must be approved by the Trustees

Number of people expected? _____

Technology needs? (i.e. sound system technician, etc.) _____

Other special needs? (i.e. kitchen, handicap accessibility, room setup) _____

Office Use Only: Date Received: _____ Initials_____

Calendar Dates available? Y/N Initials_____

Certificate of Insurance required? Y/N Initials_____

Insurance Waiver? Y/N Initials_____

Trustee Approval? Y/N Initials_____