



Event Application for Facility Use

TIP: If you are a member of CLC, log into CLC Connect and then click on the form link again. The first section of the form will be auto completed for you from our database.

This is an online application to reserve a room for your event at one of the CLC sites. Your application will be reviewed by the CLC staff and you will be notified as to whether or not your application has been approved. Please fill out information below and submit online or you may click the link below and print out a paper copy to put in Craig Huffman's box in the Copy Center. if you have any questions, please call (317)814-4252 or chuffman@cornerstonelutheran.church.

Your name *

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First name
.....

Last name
.....

Email address *

.....

name@example.com
.....

Event Contact Person *

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Email of Contact Person *

.....

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Phone Number of Contact Person *

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As the leader of this event, I have read and agree to the following conditions/responsibilities: *

1. Program leader will be present during the event at all times.
2. Responsible for the care of audio-visual and other equipment used.
3. Responsible for providing own childcare needs or contacting the nursery coordinator to schedule separately.
4. Responsible for reserved rooms to be left in a neat and orderly condition.
5. Please return tables and chairs back to the original layout.
6. Responsible for any food or drink clean up and trash removal.
7. Responsible to confirm no red beverages or alcoholic beverages will be served.
8. An adult supervisor shall have responsibility for supervising approved activities.
9. Group activities must always have 2 adults in rooms with children.
10. Children attending but not participating in the event must remain with parents at all times.
11. Use of the Gym requires special set up. Return tables and chairs according to diagram in the storage area.
12. Damage to the building or contents will be the responsibility of the organization utilizing the space.
13. Smoking is prohibited - including entrances.

Please acknowledge acceptance to these conditions, by clicking the checkbox.

Health and Safety Plan *

I have read the Event Health and Safety Plan and agree to follow the guidelines for everyone's safety.


Name of Group and Event Name *

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CLC Site Location *

- Carmel
- Fishers
- Indy
- Eagle Creek

Event Start Date *

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Event End Date *

We schedule out for only 12 months in advance. If the event will take place longer than 12 months, please re-submit an application prior to the ending of the 12 months.

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Second Date Choice if your first choice is not available *



Event Start Time *

Please include AM or PM

Event End Time *

Please include AM or PM

Is this event... *

- Single Occasion
- Recurring

If your event is recurring, please explain recurrence (please remember, event can only be scheduled for 12 months)

For instance...

- Event will take place on the first Monday of each month
- Event will take place on the first and third Wednesday of each month

Setup Time Needed *

If you need setup time before your event, please click below

- Not setup time needed
- 30 minutes prior to event
- 60 minutes prior to event
- Other

Cleanup Time Needed After Event *

If you need cleanup time after your event, please click below

- No cleanup time needed
- 30 minutes after the event

- 60 minutes after the event
- Other

Does your organization carry liability insurance? *

- Yes
- No

Purpose of Event *

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Number of People Expected *

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Will children be present *

- Yes
- No

Audio/Visual Equipment

For A/V equipment needs, please contact Austin Marchione (amarchione@cornerstonelutheran.church).

Please do not move A/V equipment from one classroom to another without first contacting Austin.

- Yes, I will be needing A/V equipment
- No, I will not be needing A/V equipment

List of Food / Beverages to be served *

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Publicity Planned

If applicable, please share how you intend to notify church members and/or the community about your event. Please note: Displays and flyers posted in CLC facilities must be coordinated through Mike Rowland, Director of Communications.

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Room Preference *

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Click all rooms you would like to reserve.

- No Preference
- Carmel - Choir Room
- Carmel - Columbarium
- Carmel - Gym
- Carmel - Hasse Prayer Chapel
- Carmel - Kitchen (West)
- Carmel - Kitchen (Gym)
- Carmel - Library
- Carmel - Nursery
- Carmel - Room 100
- Carmel - Room 101A
- Carmel - Room 101B
- Carmel - Room 102
- Carmel - Room 123/125 (Sewing Room)
- Carmel - Room 124
- Carmel - Room 200
- Carmel - Room 201
- Carmel - Room 202
- Carmel - Room 203
- Carmel - Room 205
- Carmel - Room 207
- Carmel - Room 208
- Carmel - Room 209
- Carmel - Room 210
- Carmel - Room 211
- Carmel - Room 213
- Carmel - Room 214
- Carmel - Room 215
- Carmel - Room D12
- Carmel - Sanctuary
- Carmel - Sanctuary Balcony
- Carmel - Narthex
- Carmel - Senior Lounge
- Carmel - Student Lounge
- Carmel - 2nd Floor Conference Room
- Carmel - Worship Center

- Carmel - Worship Center Welcome Area
- Carmel - Youth Center
- Fishers - Barn
- Fishers - Classroom C
- Fishers - Classroom L
- Fishers - Classroom M
- Fishers - Classroom N
- Fishers - Classroom P
- Fishers - Classroom Q
- Fishers - Classroom R
- Fishers - Conference Room
- Fishers - Fire Pit
- Fishers - Gathering Area
- Fishers - Kitchen
- Fishers - Nursery
- Fishers - Worship Center
- Indy - Sanctuary
- Indy - Narthex
- Indy - Gym
- Indy - Kitchen
- Indy - Room 9 - Fireplace Lounge
- Indy - Room 10
- Indy - Room 11
- Indy - Room 12
- Indy - Room 13
- Indy - Room 14 (Nursery)
- Eagle Creek - Gym

Other Comments or Notes about your Event

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Submit