

File: \_\_\_\_\_

## CCC MINISTRIES FACILITY REQUEST (TO BE SUBMITTED A MINIMUM OF 2 WEEKS IN ADVANCE)

Date Request Submitted \_\_\_\_\_ Date of Event \_\_\_\_\_

Day of Event (circle one) Monday Tuesday Wed Thurs Friday Saturday Sunday

Ministry Making Request \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Type of Event \_\_\_\_\_

Beginning Time (including set-up) \_\_\_\_\_ Ending Time (including clean-up) \_\_\_\_\_

Actual Time of Event \_\_\_\_\_ a.m. p.m.

Projected Number of People Attending \_\_\_\_\_

Specific Room(s) Requested \_\_\_\_\_

**Note: If you are planning on using the nursery rooms or areas in the children's wing, permission from our Children's Ministries Directors must be obtained prior to the event. No area/room may be used without permission. CCC-approved adult supervision is required for all children on premise.**

Requested Equipment Needs (list the number needed for each):

\_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ TV/VCR \_\_\_\_\_ Overhead Projector

Sound Technician/Microphones: \_\_\_\_\_ Requested \_\_\_\_\_ Not Needed

Only CCC-trained technicians may operate the soundboard, computer equipment, and microphones. Availability of a CCC technician will determine use of the equipment and room.

**PLEASE RETURN THE COMPLETED FORM TO THE CHURCH OFFICE FOR PROCESSING.**

***Should your event be cancelled, please notify the church office as soon as possible. This will allow room availability to other groups.***

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*FOR OFFICE USE ONLY:*

Route to:

\_\_\_ Chuck \_\_\_ Rodney \_\_\_ Luke  
\_\_\_ Scott \_\_\_ Jill \_\_\_ Dorelle  
\_\_\_ George \_\_\_ Chris \_\_\_ Emily

Request is: \_\_\_ Approved \_\_\_ Denied

Room(s) assigned \_\_\_\_\_

Requestor notified (date) \_\_\_\_\_  
\_\_\_ phone \_\_\_ e-mail \_\_\_ in person

by (staff name) \_\_\_\_\_