

File: _____

NON-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

Person Making Request _____

Group Name _____ Contact Person _____

Telephone _____ E-Mail _____

Type of Event _____

(If this is a wedding, please complete the "Facility Request for Weddings" form.)

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 _____

(Please know adult supervision is required for any rooms used for childcare.)

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.

Fees for non-ministry events: \$10 per hour room fee with a minimum fee of \$20 per day (maximum fee of \$50 per day). Sound technicians will require an additional hourly fee of \$10 per hour. All fees are to be paid at the CCC main office no later than 24 hours prior to the event.

I agree to abide by the CCC Facilities Guidelines and payment of the determined usage fees.

Signature _____ Date _____

FOR OFFICE USE ONLY:

Route to:

____ Elders _____ Pastor Chuck
____ Adam _____ Julie
____ Jill _____ Scott
____ Gary _____ Rodney

Request is: ____ Approved ____ Denied

Room(s) assigned _____

Requestor notified (date) _____
____ phone ____ e-mail ____ in person

Fees due \$ _____

by (staff name) _____

Date fees collected _____