

File: _____

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

Date Request Submitted _____ Date of Event _____

Day of Event (underline 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, permission from Julie Simmons, our Children's Ministries Director, must be obtained prior to the event. No Nursery area/room may be used without permission. Adult supervision required.

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.

Contact names: Worship Center=Jill Friedersdorf, Worship Ministries
Youth Room (310/312)=Gary Garber, Youth Ministries
Multi-purpose Rm (416) & Education Wing=Julie Simmons, Children's Ministries
Additional classrooms = Adam Carrigan, Adult Education

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

FAX: 812-376-9553

Email: office@cccolumbus.org

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

FOR OFFICE USE ONLY:

Route to:

___ Elders ___ Pastor Chuck
___ Adam ___ Julie
___ Jill ___ Scott
___ Youth Director

Request is: ___ Approved ___ Denied

Room(s) assigned _____

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

by (staff name) _____