

## Facility Use and Communication Form

**Information submitted by 3pm on Mondays will be published in appropriate forms for the upcoming Sunday.  
Staff reserves the right to condense information as needed.**

Requested by: (Name) \_\_\_\_\_ Date: \_\_\_\_\_

EVENT TITLE: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Church Leader Responsible for Opening and/or Lock/UP: \_\_\_\_\_

**ROOM NEEDED IN THE EDUCATION BUILDING:**

- |                                   |                                   |                                   |                                      |
|-----------------------------------|-----------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Room 101 | <input type="checkbox"/> Room 201 | <input type="checkbox"/> Room 301 | <input type="checkbox"/> Living Room |
| <input type="checkbox"/> Room 102 | <input type="checkbox"/> Room 202 | <input type="checkbox"/> Room 302 | <input type="checkbox"/> Lobby       |
| <input type="checkbox"/> Room 103 | <input type="checkbox"/> Room 203 | <input type="checkbox"/> Room 303 | <input type="checkbox"/> Kitchen     |
| <input type="checkbox"/> Room 104 | <input type="checkbox"/> Room 204 | <input type="checkbox"/> Room 304 | <input type="checkbox"/> Sanctuary   |
| <input type="checkbox"/> Room 105 | <input type="checkbox"/> Room 306 |                                   |                                      |

**ROOM NEEDED IN THE STUDENT CENTER:**

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> High School Room 401   | <input type="checkbox"/> Auditorium |
| <input type="checkbox"/> Middle School Room 402 | <input type="checkbox"/> Kitchen    |
| <input type="checkbox"/> Game Room 404          | <input type="checkbox"/> Lobby      |

**SET-UP REQUIREMENTS:**

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Microphone(s). QTY: _____      | <input type="checkbox"/> USB Cable    | <input type="checkbox"/> Check-In Sheet           |
| <input type="checkbox"/> Microphone Stand(s) QTY: _____ | <input type="checkbox"/> 15 Pin Cable | <input type="checkbox"/> Nametags (QTY _____)     |
| <input type="checkbox"/> Amplifier                      | <input type="checkbox"/> HDM2 Cable   | <input type="checkbox"/> Pens (QTY _____)         |
| <input type="checkbox"/> Sign-in Table                  |                                       | <input type="checkbox"/> Welcome Bags (QTY _____) |

**EVENT PROMOTION:**

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Website   | <input type="checkbox"/> Facebook                     |
| <input type="checkbox"/> Bulletin  | <input type="checkbox"/> App Notice                   |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> Sign-Up Sheet in Living Room |
| <input type="checkbox"/> E-news    | <input type="checkbox"/> Banners / Posters            |
| <input type="checkbox"/> TV Slide  | QTY: _____  |

**COMPLETE ONLY IF USING ONLINE REGISTRATION:**

- |   |                                    |
|---|------------------------------------|
| ● Online registration required?<br>Yes / No | ● Max # of Registrants: _____      |
| ● Paid Event: Yes / No                      | ● Date to end Registrations: _____ |
| Amt: \$ _____                               | ● Books offered? Yes / No          |
|   | Book Cost:\$ _____                 |

**ADDITIONAL REQUIREMENTS:**

- Babysitting
- Volunteers

**SHORT EVENT DESCRIPTION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLEAN UP CHECKLIST:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> All food picked up                    | <input type="checkbox"/> Lights turned off                  | <input type="checkbox"/> Exterior doors locked |
| <input type="checkbox"/> All trash removed and put in dumpster | <input type="checkbox"/> Utensils/etc. cleaned and returned |  |

**ADDITIONAL REQUIREMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Use of facilities at CCC means you assume the responsibility to clean up after your event and return the room(s) to the original condition.**

FOR OFFICE USE ONLY:

Date Approved: \_\_\_\_\_ Office Approval: \_\_\_\_\_ Calendared: \_\_\_\_\_ Media Scheduled: \_\_\_\_\_