

FACILITY USE REQUEST

Fill in the information below, read and sign the back of this form and return to the church office.
Forms will not be processed without your signature on the back, indicating that you have read and will abide by the facility policy.

YOUR NAME: _____ TODAY'S DATE: _____

CONTACT ME BY PHONE: _____ CONTACT ME BY EMAIL: _____

PURPOSE FOR USE: _____

DATE(S) OF USE: _____

REOCCURRING EVENT? PLEASE SPECIFY (ex. 1st Wed. ea. month): _____

REOCCURRING EVENT END DATE: _____

EVENT STARTING TIME: _____ EVENT ENDING TIME: _____

TO ALLOW FOR ADDITIONAL SETUP AND CLEAN UP TIME, FACILITY SPACE WILL BE NEEDED

FROM: _____ TO: _____

FACILITY SPACE REQUESTED (please circle all areas to be used):

Chapel	Gymnasium	Kitchenette	Nursery (Toddler)	Classroom: # _____
Conference Room	Hospitality Rm	Music Lab	Practice Field	_____
Fellowship Hall	Kitchen	Nursery (Infant)	Soccer Field	_____

Do you need to store any items? Yes No

If yes, describe item(s) & storage need _____

Other: _____

ADDITIONAL ITEMS REQUESTED (please specify equipment needed):

Chairs # _____	Gym Equipment: _____
6 ft. Tables # _____	Kitchen Equipment: _____
8 ft. Tables # _____	Sound Equipment: _____

Other: _____

ADDITIONAL INFORMATION ABOUT EVENT/REQUEST: _____

PERSON RESPONSIBLE: _____

Calvary Bible Church Member? Yes No

**OFFICE
USE ONLY:**

C. Casoni
T. Durant
C. Illian
Talley
Woogy
Bus. Office
Plant Mngr.
Wedding C.

OFFICE USE ONLY

DATE: _____

CHURCH ADMINISTRATION

Approved _____ Denied _____ Reason/Comments: _____

PLANT MANAGER

Approved _____ Denied _____ Reason/Comments: _____

POLICY FOR USE OF FACILITY & EQUIPMENT

1. The church office will contact you once the request has been approved or denied. Until then, the request is not approved.
2. Conflicts: Any reservation conflicts will be resolved by the church office.
3. Changes: If there are any changes to your original request after it has been approved, you must submit a change request form (yellow copy) to seek approval. This change form can be obtained from the church office.
4. Priority: Church functions have absolute priority when considering availability. Calendar reservations may be made 12 months to 1 week in advance of the event date with approval.
5. Fees: if applicable, will be communicated after approval process.
6. Not Prohibited: The use of alcohol, tobacco, illegal substance or profanity will be prohibited on any part of the property.
7. In the event that this request is approved, you will be responsible for, but not limited to, the following:
 - Cleanliness of the facility space used
 - Cleanliness of any rest rooms used
 - All trash placed in dumpster
 - All lights are to be turned off
 - All doors must be locked upon exiting the building

I have read the above policy, understand the approval process and will be responsible for what is required of those who use the facility in the event that this request is approved.

Signature: _____

For questions or further needs concerning an approved request, please contact:

Jamie Pigeon, Facility Manager
603.490.1944
Jamie.pigeon@comcast.net