

CLAYTON COMMUNITY CHURCH ROOM USE REQUEST FORM

These questions are meant to help you think through your event. Clayton Community Church does not want to imply that they will supply all the items you request (clean-up, sound, audio-visual, etc.). You will be informed as to whether your request has been approved or denied.

Date(s) Needed:

Time(s) Needed (include set-up & clean up time):

Nature of Event:

Room(s) Required:

Name of Person(s) Organizing Event:

Daytime Phone:

Evening Phone:

Email:

Are you a member of Clayton Community Church?:

Will you have a guest speaker or guest pastor?:

Name of the speaker or pastor:

Name of the organization or church they represent:

Speaker or Organization Address & Phone:

Number of People Expected:

Will CCC members be attending?:

Will CCC Pastors be attending?:

Will this event include children?:

What are the plans for the children attending this event and for their supervision?:

Will you need to use the nursery?:

Will you be using the kitchen to cook?:

Number of tables needed:

of Rounds;

of 6 ft. longs;

of 8 ft longs

Have you organized a team or hired a crew to assist with set up and clean up?:

Do you need assistance with this?:

(CCC may give assistance for a fee.)

Will you require Audio-Visual equipment?:

Which room(s) require this and what equipment is needed?:

Do you need assistance with this?: (CCC may give assistance for a fee.)

Will you require sound amplification for voice or music?:

Which room(s) require this and what equipment is needed?:

Do you need assistance with this?: (CCC may give assistance for a fee.)

Will you require handicap accessibility?: (Not all areas of our facility are handicap accessible)

If so, what are your needs?:

Do you have keys to the building?:

If not, have you made arrangements to access the building (describe your arrangements)?:

Should this event be publicized in the CCC Bulletin?:

Announcement Text (subject to the pastors' approval & editing):

Date(s) to Run the Announcement:

Special Instructions:

Responsibilities for Using CCC facilities:

- ✓ To inform the church office if your plans have changed since you made the Room Use Request.
- ✓ To make sure you have access to the building. Contact the church office for assistance.
- ✓ To provide ALL supplies (i.e., paper goods and decorations). If, because of the nature of your event, you feel the church should assume these cost you need to present a request to the Pastors BEFORE the event.
- ✓ To make sure the doors to the Sanctuary are LOCKED if your event does not take place there. The equipment in the Sanctuary is costly and delicate.

To submit your request for consideration, you may:

1. Click the "Submit" button below to e-mail this form directly to the CCC office.
2. Click the "Print" button below and drop off, mail or fax a hard copy to the CCC office.