

CLAYTON COMMUNITY CHURCH ROOM USE REQUEST

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) _____ **and 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: _____

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)?: _____

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 make sure you have a plan (and personnel) for the children attending your event so they are not wandering the building unsupervised.
- To make sure the rooms you have used are cleaned up and returned to their original condition.
- To make sure all the lights and electrical equipment is OFF and that the building is LOCKED when you leave.
- To make sure the linen tablecloths you have used are laundered, folded, and returned as soon as possible.
- To inform the church office of any problems with equipment or the building.
- To return keys to the church office as soon as possible.

Are you requesting to have this event be publicized in the CCC Bulletin or Flock Talk?: _____

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

Date(s) to Run the Announcement: _____

Special Instructions: _____

Please contact the church office should you have any questions.

Return Completed Form to:
Clayton Community Church
2501 Rockford Avenue
Saint Louis, Missouri 63144

Phone: 314-961-2232

office@claytoncommunitychurch.com

