



OFFICE USE ONLY		
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Incomplete
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Calendar	<input type="checkbox"/> Overseers

BUILDING USE REQUEST FORM

CCC Ministry Team _____ CCC Staff Contact _____

Event Name: _____
Group Requesting Use _____
Event Coordinator _____ Email _____
Phone (Home) _____ Work/Cell _____

DATES

Date Request Submitted _____	1 st Choice for Event _____
2 nd Choice for Event _____	3 rd Choice for Event _____
Date Approved/Denied _____	Date Requester Notified _____

Estimated # of Participants: _____ Will this event have food/drinks: Yes/ No
 Will you require kitchen access: Yes/No

If this is to be a **RECURRING EVENT**, the group will meet:
 ___ First ___ Second ___ Third ___ Fourth ___ Every
 ___ Sunday ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday

All requests must be resubmitted annually.

EVENT TIMES:

Set up begins _____ AM/PM Event ends _____ AM/PM
 Event begins _____ AM/PM Cleanup ends _____ AM/PM

ADVERTISING REQUESTED:
___ Bulletin from ___/___/___ until ___/___/___ Email from ___/___/___ until ___/___/___

EQUIPMENT REQUESTED:
___ # of Tables (Round 60") needed. ___ # of Tables (Rect. 96" X 30") needed
___ # of Chairs needed. ___ TV/VCR/DVD needed

TECHNICAL/SOUND: Sound and lighting equipment may only be used by trained/authorized personnel. Check if needed (microphones, instruments, etc.) A staff member will contact you for details.

Childcare: In most cases, childcare is only available for large scale outreach events or other designated special events only. If childcare arrangements are important to the overall success of your event, you must comply with all existing registration and screening rules and requirements for childcare and childcare providers. These guidelines are available through the Children’s Ministry. No children are to be left unsupervised on the site at any time.

I request childcare room assignments for my event and acknowledge the requirements stated above for child-Care. I understand that failure to follow up with Children's Ministry in this regard may result in the cancellation of my event.

Infant _____ # Toddler _____ # Preschool _____ # Elementary _____ # Middle School _____

A list of general policies has been adopted by Crossroads Community Church to ensure the proper usage and continued good stewardship of our buildings and property. A full copy of the Crossroads Community Church Building Use Policies is available at the church office.

By signing this form, I acknowledge that I have read and agree to adhere to the Building Use Policy for Crossroads Community Church.

Acknowledgement: _____ (Signature of Event Coordinator) _____ (Date)

For Building Operations Use Only

This event has been approved for the following:

Event: _____

Date: _____

Time: _____

Room: _____

EXCEPTION DATES

(Cannot meet):

