

# Request to Schedule Facility Form "peach sheet"



Date Request Submitted: \_\_\_/\_\_\_/\_\_\_ Requested by: \_\_\_\_\_ Received by: \_\_\_\_\_

**what** **Event Title:** \_\_\_\_\_  
*staff only* - name: \_\_\_\_\_ day(s) out: vac conf misn retrt swap sick other: \_\_\_\_\_ location: \_\_\_\_\_

**why** **Description:** \_\_\_\_\_  
 \_\_\_\_\_

**who** **Contact:** \_\_\_\_\_ staff/TM contact: \_\_\_\_\_  
*for non-church events, contact must be present at event, must sign form, and will be given key to be returned after event*  
 land phone: \_\_\_\_\_ mobile: \_\_\_\_\_ email : \_\_\_\_\_  
 address: \_\_\_\_\_

*I have read, understand and will follow the **Facility Use Policy** of Cicero Christian Church. I am responsible for damage or accident while using CCCs facility. Cicero Christian Church is released of any liability associated with the event described.*

**Number Expected:** \_\_\_\_\_ *signature:* \_\_\_\_\_

**when** **Desired Date(s):** From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Day(s) of Week: \_\_\_\_\_

multi-date event, LIST ALL DATES \_\_\_\_\_

Comments: \_\_\_\_\_

**Time:** Actual Event From: \_\_\_:\_\_\_ am pm To: \_\_\_:\_\_\_ am pm \_\_\_\_\_ specifics if setup/teardown is not event day:

Setup/Teardown: From: \_\_\_:\_\_\_ am pm To: \_\_\_:\_\_\_ am pm comments: \_\_\_\_\_

**where** **Location:** (list all rooms needed, map on reverse) \_\_\_\_\_  
 \_\_\_\_\_

Off Campus Location: \_\_\_\_\_

**how** **Childcare?** Yes No ages: \_\_\_\_\_ responsible: \_\_\_\_\_ (for church events only)

**Kitchen Access?** Yes No Kitchen access may be shared; MUST complete secondary cleanup form in kitchen

**Technical:** (fees for non-church events)  Sound  Video  Projection  Slides to Create

**Equipment:** (circle) TV DVD VCR Digital Projector Mic/Speakers Screen Audio Computer

other: \_\_\_\_\_

**Setup/Teardown:** provide diagram \_\_\_\_\_

custodial help (fee may be required) comment: \_\_\_\_\_

**Financial attendee:**  no cost  funded by: budge/gift: \_\_\_\_\_  fee \$ \_\_\_\_\_ for: \_\_\_\_\_ due by: \_\_\_/\_\_\_ to: \_\_\_\_\_

**renter:**  fee \$ \_\_\_\_\_  collected \_\_\_/\_\_\_/\_\_\_  donation station \_\_\_\_\_  collected \_\_\_/\_\_\_/\_\_\_  waived

Special Offering? Yes No name, address, social security number and other details required - See Financial Secretary

**Key:**  no  yes (if other than contact: \_\_\_\_\_)  returned \_\_\_/\_\_\_/\_\_\_

**promo** *provide "who, what, when, where, why, how" on other paper if needed!*

	QB	Done/Date
<input checked="" type="checkbox"/> Church Calendar conflicts? <input type="checkbox"/> no <input type="checkbox"/> yes: _____		<input type="checkbox"/>
<input type="checkbox"/> Promote on church website		<input type="checkbox"/>
<input type="checkbox"/> Bulletin Announcement (provide content)	date: ___/___/___	<input type="checkbox"/>
<input type="checkbox"/> PowerPoint Slide (foyer monitors, service; provide content)	date: ___/___/___	<input type="checkbox"/>
<input type="checkbox"/> Graphic theme to be created or already exists (describe in detail)		<input type="checkbox"/>
<input type="checkbox"/> Posters: (list sizes & quantity) _____		<input type="checkbox"/>
<input type="checkbox"/> Foyer Display: _____ start date: ___/___/___ end: ___/___/___		<input type="checkbox"/>
<input type="checkbox"/> Sign Up Sheet for foyer	date: ___/___/___	<input type="checkbox"/>
<input type="checkbox"/> Exterior Sign (provide details & date needed)	date: ___/___/___	<input type="checkbox"/>
<input type="checkbox"/> Ministry Moment (if available, see Doug for secondary form)		<input type="checkbox"/>
<input type="checkbox"/> Other: _____		<input type="checkbox"/>

**when complete** **return to secretary / place in mailbox labeled CALENDAR REQUESTS in the main office**

† Entry into the online church calendar to be completed by office manager or financial secretary 8/19/2011