



Calvary Bible Fellowship Church
BUILDING USE REQUEST FORM
MUST be submitted two weeks before function date

Function date(s): _____ Function times: _____

Function: _____ Estimated # attending function: _____

Describe function purpose: _____

Requestor's name: _____ Today's date: _____

Requestor's mailing address: _____

Requestor's telephone number: (_____) _____ - _____ Ext: _____

Requestor's email: _____

Secondary contact: _____: (_____) _____ - _____

(for last minute scheduling changes or cancellations)

Room number(s) / facility requested: _____

Furniture requirements: # round tables _____ # oblong tables _____ # chairs _____

Special furniture (podium, easel, etc.): _____

Audio/video/projection requirements: _____

How many individuals from your group will assist with set-up? _____

Contact Person for Set-Up: _____: (_____) _____ - _____

What day and time will you set up for your function? _____

How many individuals from your group will assist with clean up? _____

Contact Person for Clean-Up: _____: (_____) _____ - _____

Do you require use of the kitchen(s)? Circle: Yes No

If yes, please describe: _____

Contact person for kitchen: _____: (_____) _____ - _____

(see other side: signature required)

Important:

The requestor assumes responsibility for all aspects/areas of the function including setup and cleanup. The requestor is also expected to verify that the entire building and all equipment and furniture are returned to the location and condition equivalent to the start of the function. It is also required that the requestor remains at CBFC until after all attendees for the function have departed. CBFC will provide a CBFC trained staff member to operate our sound equipment (required).

For private/personal functions or non-CBFC ministries:

A refundable deposit may be requested not to exceed \$350 for non-ministry events. The deposit is based on the number of people attending the event. This deposit is to cover cleaning, setup, and other expenses incurred by CBFC as a result of failure of the building user to restore the building to its original condition after the event. A non-refundable \$50 custodial fee may also be requested. If you wish to use our sound equipment a \$50 fee is charged to compensate our sound technician for their time.

**Sign this completed form and return it to the church office for necessary approvals.
Must be submitted two weeks before function date.**

Requestor's signature: _____ **Date:** _____

Ministry head approval: _____ **Date:** _____

Facilities Director: _____ **Date:** _____

CBFC staff approval: _____ **Date:** _____