

Request for Building Use Centerpoint Church

Date of Application: _____

(Note: if you are a Centerpoint Ministry you only need to fill out what is applicable)

I. NAME

Name of applicant or organization: _____

Is your organization a non-profit organization? _____

Address: _____

Telephone _____ Name of person in charge: _____

Address of person in charge: _____

E-mail: _____ (used only for questions or to inform you of approval)

Person(s) in charge who will be in attendance:

Name _____ Phone _____

Name _____ Phone _____

II. DATE & TIME

Date(s) requested facilities will be used including time required for set-up and break-down of event
(You will be responsible for the setting-up and breaking-down of your event, please ensure you have ample/capable people to set up). **Note: We request that Saturday events conclude no later than 4 p.m.**

Date(s): _____

Day(s) of Week _____ Hours: From _____ To _____

Alternate date(s) _____ Hours: From _____ To _____

III. FACILITIES REQUESTED

Specific Facilities Requested: _____

(Sanctuary, Fellowship Hall, Kitchen, Classroom(s) Conference Room)

Are the kitchen facilities requested? YES _____ NO _____

Will you be using a caterer? YES _____ NO _____

Name of Caterer: _____ We will need a copy of their license and liability insurance prior to the event.

Approximate number of people to expect: _____

I will need to check out a key for the following doors: _____

(church office hours are Monday - Friday 8 a.m. to 4 p.m. to check out a key)

Date checked out: _____ Date checked back in: _____

IV. PURPOSE

What is the nature and purpose of meeting? _____

Name of Lecturer(s) _____ Subject of Lecturer _____

V. AUDIO AND VISUAL/SOUND TECH

I will need to use the following AV equipment: _____

have arranged for my sound technician to be: _____

VI. SUPERVISION

If attendees are under the age of 18, what type of supervision will be provided? How many adults will be supervising children? _____

VII. CHARGES

The church does not rent the facilities but there may be charges such as a fee for janitorial services, sound tech fee and a damage deposit. Donations are always accepted.

Charges applied: \$ _____ for Building Use \$ _____ Sound tech (\$25 per hour
\$ _____ clean up fee (\$20 per hour) \$ _____ Use of dishes,
linens, etc.

