



CCGF FACILITIES USE REQUEST FORM

FEE/PAID

Please read before submitting this form:

- We are not always able to accommodate all technical requests due to equipment and staffing limitations. If your event requires technical support, be aware that only our technical staff are authorized to give final approval for your event.

For office use only

Event Date _____

Type of Event _____

Name of Contact Person _____

Cell: _____ Work #: _____

Email address _____

Name of Ministry/Organization (If Applicable) _____

Address _____

City _____ State _____ ZIP _____

Date(s) Facility Needed _____

Time of Day Needed: from _____ to _____ *(please indicate AM or PM)*

Room(s) Requested _____

Number of People Expected _____

Please check the items needed:

FACILITIES NEEDS:

- ___ Chairs *(number needed: _____)*
- ___ Tables
Round _____ # Rectangle/Banquet _____
- ___ Whiteboard/Easel/Marker/Eraser
- ___ Access to Kitchen
- ___ Food
If catered, name of caterer _____
- ___ Piano *(special approval required)*
**not available in all rooms*

TECH NEEDS:

Someone from the CCGF Tech staff may contact you to ensure your needs are met to the best of our abilities.

- ___ Microphone(s)
number of lapels: _____ handhelds: _____
- ___ Presentation setup (Powerpoint, laptop, etc)
- ___ Audio Playback (CD, iPod, etc)
- ___ Audio Recording
- ___ Video Playback (DVD, web video, etc)
- ___ Additional Tech Needs

On the back of this form, please indicate with a diagram how you would like the tables and chairs in the room to be set up.

Additional Information or Notes: _____

Please return form to Kirsten Kopf