



CCGF FACILITIES USE REQUEST FORM

EVENT DATE

Please read before submitting this form:

- Please do not submit this form until you have made a room reservation with the Parish Secretary.
- 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.

EVENT TIME

ROOM(S)

FEE/PAID

For office use only

Today's Date _____

Name of Ministry/Organization _____

Address _____

City _____ State _____ ZIP _____

Name of Contact Person _____

Primary phone _____ Secondary phone _____

Email address _____

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
- ___ Flipchart/Easel
- ___ Access to Kitchen
- ___ Food
If catered, name of caterer _____
- ___ Coffee, tea, cream, sugar
- ___ Piano *(special approval required)*
**not available in all rooms*
- ___ Overhead Projector *(for transparencies)*

TECH NEEDS:

Someone from the CCGF Tech staff will 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
(someone will contact you)

On the back of this form, please indicate how you would like the tables and chairs in the room to be set up. A drawing would be most helpful.

Additional Information or Notes: _____

Please give this form to Kirsten Kopf