**Community Christian Church**

**Building Use/Calendar Date Request**

***(use for church-sponsored events)***

**Date of Request:** Click here to enter text.

**Event:** Click here to enter text.

**Group:** Click here to enter text.

**Date(s) Requested:** Click here to enter text.

**Set-Up Time:**  Click here to enter text.

**Start Time:** Click here to enter text.

**End Time:**  Click here to enter text.

**Room(s) Requested (please check):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room** |  | **Room** |  | **Room** |  |
| Narthex |  | Upper Packwood Rm. 206/208 |  | Lower Packwood Rm. 105 |  |
| Sanctuary |  | Office Suite B |  | Wunderlich Gym |  |
| Upper Packwood Rm. 202 |  | DeWitt Hall |  | Wunderlich Kitchen |  |
| Upper Packwood Rm. 204 |  | DeWitt Kitchen |  | Wunderlich Classroom |  |
| Library |  | Click here to enter text. |  | Click here to enter text. |  |

**Multimedia Needed:**  Yes  No  TBD

**Childcare Needed:**  Yes  No  TBD

**Special Requests (tables, chairs, microphones, etc.):** Click here to enter text.

**Contact Name:** Click here to enter text.

**Phone Number:** Click here to enter text.

(If you need specific arrangements of tables, chairs, etc., please draw layout on back of this form)

**For Office Use:**

**Approved by:** Click here to enter text.

**Date:**  Click here to enter text.

**Placed on CCC Calendar on:** Click here to enter text.