**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.