

# INTERNAL REQUEST FOR CHURCH FACILITY USE

Please electronically submit this form to reservation@cbcm.org or deposit it in the Sponsoring Department Deacon's mailbox early enough for him/her to approve this within 2 weeks of your event.

**GENERAL EVENT INFORMATION - Please obtain in advance the commitment of anyone whose name is listed below.**

Today's Date:	Date/Day of Event:
Requester: <span style="float: right;">Phone:</span>	Start & End Time:
Event Coordinator: <span style="float: right;">Phone:</span>	Name of Event:
Key Holder: <span style="float: right;">Phone:</span>	Sponsoring Department:
Audio/Video Operator: <span style="float: right;">Phone:</span>	

**ROOM & EQUIPMENT REQUIREMENTS - Please specify as many details as are available at this time.**

Room Capacity	Projected # People	Standard Equipment in this room	Remarks/Detail Description	Room Capacity	Projected # People	Standard Equipment in this room	Remarks/Detail Description
Sanctuary	300	Overhead		B-01	20		
Fellowship Hall /Gym	320	Overhead		B-02	18	TV	
South Foyer	40			B-03/05	80	Overhead	
North Foyer	40			B-04	18		
Lounge				B-06	15	TV	
Library				B-07	26	Overhead	
Chapel 150		Overhead		B-08	30	Overhead	
Children's Center				B-09	40	Overhead	
Nursery(S1&2)	15	Cassette		B-10	25	Overhead	
Toddlers(W3/4)	25	Cassette		B-11 / 13	72	Overhead	
2 Years Old (W1/2)	25	Cassette		B-12	25	Overhead	
S201	30	Overhead, Cassette		B-14	25	TV	
S202	15	TV		B-15	36	Overhead TV	
S203	60	Overhead, Cassette		B-16	24	Overhead	
S205	40	Overhead, Cassette		West Wing Lobby			
Conference Room (S207)	10	Overhead		Outside			
Deacons' Room 8 (S204)							

If you need microphones, VCR, TV, video projector, audio recording, portable PA system, screen, slide projector, portable stage(s) or 16 mm film projector which does not exist in the room(s) you request, please fill out an audio/video equipment request form and get approval from Service department. <sup>TH</sup> Separate thermostat for this room  
 If you need kitchen supply and/or equipment, please fill out a request form for kitchen supply/equipment and get approval from hospitality department.

**APPROVALS & NOTIFICATIONS (Leave this form in Mailbox F02 until the event is over)**

Sponsoring Department Deacon (Event approval)		Physical Facilities Department Deacon (Room reservation & set-up)

**With the exception of the pastoral staff, this application MUST be approved by the Deacon of the sponsoring department or no support will be provided by the Physical Facilities Department & the Service Department**