

CBCM—GAITHERSBURG CAMPUS INTERNAL REQUEST FOR CHURCH FACILITY USE

Please electronically submit this form to reservation@cbcm.org two weeks prior to the event

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

Today's Date:		Date/Day of Event:
Event Coordinator:	Phone:	Start & End Time:
Key Holder:	Phone:	Name of Event:
Audio/Video Operator:	Phone:	Sponsoring Department:

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

Room Capacity	# People	Equipment	Remarks	Room Capacity	# People	Equipment	Remarks
Sanctuary 80-120		AV/ Chairs		RM 223 10-12		Table/Chairs	
Fellowship 80-100		Table/ Chairs		RM 225 8-10		Chairs	
RM 101 8-10		Chairs		RM 226 10-15		Table/Chairs	
RM 102 15-20		Chairs		RM 210 15-18		Conference	
RM 103 20-25		Chairs/TV		Chapel 100-120		Worship Hall	
RM 104 10-12		Chairs					
RM 105/106 12-15		Table/ Chairs					

APPROVALS & NOTIFICATIONS

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