

Facilities Reservation Request Form (CPC Function)

Date: _____

Responsible Party: _____ Contact number: _____

Description of activity: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____

Will this be an ongoing event? Yes No Number of participants expected: _____

Contact Person: _____

Email: _____

Mobile Phone: _____ Daytime Phone: _____ Evening Phone: _____

Set-up Request:

Room Arrangement: Give a description or provide attach a diagram: _____

Other: _____

Worship Space

- Worship Center
- Piano/Keyboard
- Sound System

Kitchen

Education Classrooms

- 103 104 105 (Adult room) 106 108 (Youth room) 107 (Nursery)

Other

- _____
- _____

In requesting use of facilities I agree to conform to the Cherokee Presbyterian Church Facility Use Policy. I assume responsibility that all participants will use facilities in a responsible manner, including maintaining building security and clean-up.

Signature: _____ Date: _____

Printed Name: _____

Approved by Facilities Committee: Yes No

Signature: _____ Date _____