



FACILITIES RENTAL AND RESOURCE REQUEST FORM

Please complete this form if you are looking to rent our warehouse or borrow our resources. Please complete each question, even if your answer is N/A. For any questions in completing this form, feel free to contact the church office.

Group Involved _____

Name of the Event _____

Date of Event _____

Location of the Event _____

If at the warehouse, time the warehouse is reserved

From _____ To _____ Total Time _____

Who is planning to unlock the warehouse or pick up the resources?

Who will be cleaning/returning all supplies and resources following the event?

Time event begins _____ Time event ends _____

Contact Person for Event _____

Phone Number _____ E-Mail _____

CCWC Resources Needed/Being Used:

- Tables: We currently have one 8-foot table, two 6-foot tables, and two 4-foot tables (Size _____, Quantity _____)
- Chairs (Quantity _____)
- Sound System
- Video Projection
- Other, please specify _____

I have read and understand the facilities rental and resource request agreement.

Signed: _____ Date: _____

For Office Use Only	
Approved by: _____	Date: _____
Total Amount Due: _____	Initial Payment: _____
Amount Paid: _____	Date: _____
Amount Paid: _____	Date: _____
Post Event Check Off: _____	Date: _____

Being and Building Disciples of Christ