



## Church Facility Use Request Form

This form must be completed and submitted for approval **before** any ministry event or activity takes place in the church facility. Please provide accurate details regarding your request. All events must align with the mission and values of the church.

### Ministry Information

- **Ministry Name:**
- **Ministry Leader:**
- **Contact Number:**
- **Email:**

### Facility Request Details

- **Requested Date(s):**
- **Time (Start–End):**
- **Event/Activity Name:**
- **Purpose of Event/Activity:**

### Requested Facility Area (Select One)

- ☐ Multi-Purpose Room / Cafeteria
- ☐ Gymnasium / Sanctuary
- ☐ Classroom
- ☐ Other: \_\_\_\_\_

### Setup and Additional Needs

- **Expected Attendance:** \_\_\_\_\_

- **Setup Requirements (tables, chairs, AV, LED Wall etc.):**

## Facility Use Terms

By submitting this form, the ministry agrees to the following:

- The ministry is responsible for cleaning and restoring the space to its original condition after use.
- Any damages or maintenance issues must be reported immediately to the church office.
- Events must begin and end at the approved times.
- All facility use must reflect respect, order, and good stewardship of church property.
- Approval must be received prior to promotion or scheduling of the event.

## Approvals

**Ministry Leader / Ordained Pastor Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Church Representative Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please submit completed form to ministry's assigned ordained minister FIRST and then to [cpbbcmministries@gmail.com](mailto:cpbbcmministries@gmail.com) for approval.**