



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 cpbbcministries@gmail.com for approval.