

FACILITY USE FORM

For inquiry about the use of the church facility: The Main Meeting Fellowship Hall in the youth/children's wing is available for use only by those who regularly attend Calvary Chapel Grace Fellowship. All requests must be submitted at least 2 weeks in advance for consideration and approval. The facility is not available for use after 10:00pm any day or on Sundays or any other time in which there is church service or ministry meetings. Please carefully read and fill out each section.

Today's Date _____

Name _____

Email _____

Phone _____

Name of group/person event is for _____

Purpose of use _____

Date Requested _____

Time you are requesting _____
(please include time for set-up and clean-up)

Event start and end time _____

Number of adults expected _____

Number of children expected _____
(under age 18)

Need use of (check all that apply)

- ☐ Sound Equipment in Main Meeting Room
- ☐ Kitchen
- ☐ Coffee/Utensils/etc.
- ☐ Bathrooms
- ☐ Outdoor Area/Playground
- ☐ Grill
- ☐ Other

REQUIRED: Please note that for any event there will be a \$150 event management fee. More than 3 hours of use will require an additional \$50 per hour. Also, all food service is to be contained in the Fellowship Hall. Thank you for understanding.

1) The group or individual using the facility is responsible for set-up, clean-up, and return to normal set-up of the facility. 2) After approval for use, a facility walk-through with a member of the CCGF staff is required at least one week before and immediately following your event.

ADDITIONAL QUESTIONS/COMMENTS *(optional)*: