

**REQUEST TO USE FACILITIES
(CBC MINISTRIES)**

Requested By _____

Reason for request/event type _____

Event Date _____ Event time (start to end) _____

What time do you need access to the building _____

Daytime phone number _____ Evening phone _____

Check each that applies to your event

- Sanctuary _____
- Kitchen _____
- All purpose room _____
- Audio _____
- Taping _____
- Other _____

Please list any special set ups required (i.e.) tables, chairs, etc.