



# Room Request Form

## CHRIST CHURCH EVENTS

This **Room Request Form** is for **Church Events** planned by recognized Christ Church Committees and Teams. If you are the Committee Chairperson or if you are the Event Planner or Event Chairperson - this is the form to use to reserve a room and get the event on the church calendar. Whether you pick up a hard copy of the Room Request Form from the Church Office or you download this form from the Christ Church website, you must print a hard copy of the form and submit the form in writing to the church office. Hand it personally to the Office Manager or place it in the Office Manger's mailbox (*do not leave it on a desk*). Regular meetings and events should be submitted one month minimum, prior to the event. Large scale events are better planned with 2-3 months notice.

**General Event Planning Guide** - everyone planning a large group or church wide event must also obtain a current copy of the General Event Planning Guide from the church office - it has important information about marketing your event, handling money and finances, selling tickets, doing publicity, documentation requirements for purchases and receipts, etc.

**Facility Use Form** - if you are a church member or community group wanting to rent the facility for a one time event or recurring meeting - you must contact the Office for a Facility Use Form. (*This Room Request Form is **not** the form to use.*)

If you have any questions - contact the Church Office at 954.752.6566 or [office@christchurchcs.com](mailto:office@christchurchcs.com)

Name of Ministry Event/Activity: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Break Down Time: \_\_\_\_\_

Event should be published in (circle all that apply) Bulletin    Newsletter    Website    FaceBook    Email

**Room(s) and Area(s) requested:** (check all that apply)

Worship Center

Fellowship Hall

Kitchen

Adult Discipleship

Youth Discipleship

Office Conference Room

Classroom \_\_\_\_\_

Offsite Event: \_\_\_\_\_

Other: \_\_\_\_\_

Invitation or description for publishing \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Ministry Leader Approval (*where needed*) \_\_\_\_\_