## CASCADE PARK BAPTIST CHURCH FACILITIES REQUEST AND EVENT FORM

Minimum one week prior notice requested. All information must be provided to process this form. Approval from Office Manager and Custodians must be received before event is recorded on calendar.

Date	Request	New	Revised	Custodians	
				Approved/Calendar	
E-Mail				Phone Cell Phone	
Group Name				Function	
Permission Slip N	eeded			Estimated Attendance _	
Event Date(s) Day(s) S Starts am/pm Ends am/pm Reoccuring Event Start Date			Actual Start Time End Date		
Weekly (circle day) Monthly (circle week				<b>OR</b> Sun Mon Tue Wed Thu	ır Fri Sat
	Yes Clean-Up _	No			am/pm
For Office Inform Sunday Announce					
	OTHER	INFORMAT	ION NEEDED F	OR BULLETIN	
(SEE F	REVERSE SIDE F	OR KITCHE	IN NEEDS AND	ROOM SET-UP REQUESTS)	)
Comments From Suppo	ort Staff To Cont	tact Person:	:		
Room set-up temp	up for lates are in eacl	n room.	by you and	/or your committee before l taken with you when lea	

AUDIO NEEDS           Pulpit Mic #            Hand Held Mic #            Lapel Mic #            Hand Held Wireless #	CD Playback Cassette Playback Piano/Organ Piano Mic	VISUAL NEEDSComputer/Video ProjectionPortable Video ProjectorSlide ProjectorOverhead ProjectorTV/VCRTV/DVD				
· · · · · · · · · · · · · · · · · · ·	Lighting Operator automatically provide a Sound 7 d. lighting or computer/video or	Computer/Video Operator				
CPBC does not automatically provide a Sound Technician. If available, the use of a sound, lighting or computer/video operator may involve a fee. Any outside Sound Technician used must be pre-authorized by CPBC and/or receive proper training before using the equipment.						
	Facility Needs					
SET-UP       Quantity         6' tables (30)	se in sanctuary only   You	<ul> <li>chen Needs</li> <li>Use of kitchen equipment</li> <li>Stove/Oven Refrigerator</li> <li>Coffee Makers</li> <li>Utensils/silverware</li> <li>Plastic Serving Bowls/Trays</li> <li>I must provide your own disposable</li> <li>ns such as paper plates, plastic ware,</li> </ul>				
	cup Church tablecloths	<b>is, napkins, tablecloths.</b> may be used by special permission, red & returned within 1 week of event.				
Room Arrangement Requests						
Auditorium XXXX XXXX # of chairs horseshoe	Horseshoe requested	can use 3 or 4 tables for				
Classroom Committee	Conference					
Dining Optional Dini	ng Informal	(user specified set-up)				
<ul> <li>Dining Optional Dining Optional Dining</li> <li>Round tables seat 6 comfortably, 7 is of a Round tables can only be used in the set of the s</li></ul>	okay, 8 is crowded. anctuary.	(user specified set-up)				