

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 Office Manager
Custodians
Approved/Calendar

Contact Person Phone
E-Mail Cell Phone
Group Name Function

Room(s) Requested Estimated Attendance
Child Care Provided Nursery Room 208
Permission Slip Needed
Van Trailer Driver(s)

Event Date(s) Day(s) Sun Mon Tue Wed Thur Fri Sat
Starts am/pm Ends am/pm Actual Start Time
Reoccurring Event Start Date End Date
Weekly (circle day) Sun Mon Tue Wed Thur Fri Sat OR
Monthly (circle week) 1st 2nd 3rd 4th 5th last Day(s) Sun Mon Tue Wed Thur Fri Sat

Set-Up/Decoration Date(s) Set-up Time am/pm
Key required Yes No
Pickup date
Who will handle Clean-Up
Open and Lock-Up

For Office Information Only Publish in Bulletin
Sunday Announcement verbal Power Point slide

OTHER INFORMATION NEEDED FOR BULLETIN

(SEE REVERSE SIDE FOR KITCHEN NEEDS AND ROOM SET-UP REQUESTS)

Comments From Support Staff To Contact Person:

- All events must have an adult present at all times.
Room must be set-up for by you and/or your committee before leaving campus.
Room set-up templates are in each room.
Garbage must be put in dumpster before leaving campus taken with you when leaving campus.

