

# Facility Use Request for Covenant Presbyterian Church

(Short Form For CPC Ministries, Members & Small Events)

<b>NOTE:</b> If you are submitting this on behalf of a CPC Ministry, you must be authorized by the Ministry Coordinator or an Officer to submit this Facility Use Request. I have been authorized by _____ (Name of authority authorizing this request)	
Group/Event/Ministry Name:	
Ministry/Event Contact Name (Person submitting form):	Phone #s:
Event Leader Name: ( If different )	Email:
Event/Activity:	Estimated number of people:
Date/s:	Day/s of Week: M T W Th F Sat Sun (circle one)
Alternate Date:	Recurring Event? If yes: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly
Set up Start time: Clean Up End Time:	Event Start Time: Event Stop Time:
Room needs - Sound, audio/visual, Janitorial, chairs, tables:	Rooms Needed: <input type="checkbox"/> Sanctuary <input type="checkbox"/> Fireside Room/Narthex <input type="checkbox"/> Nursery <input type="checkbox"/> Church Office <input type="checkbox"/> Kitchen <input type="checkbox"/> Manse <input type="checkbox"/> Ark <input type="checkbox"/> Upper Ed <input type="checkbox"/> Lower Ed <input type="checkbox"/> Parking Lot <input type="checkbox"/> Chapel (not main sanctuary) <input type="checkbox"/> BBQ Pit /Outside use only  Notes:
**If children less than 18 years of age will be at the facility, even if their parents are there, it is required for CPC members and ministries that at least two CPC C.A.R.E. trained adults be overseeing each 10 children during the event? Your event will not be approved unless adherence to the CPC C.A.R.E. program policies can be ensured. Will there be minor children present at your event? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If yes, I certify that CARE trained adults will be there- and CARE policies upheld. <input type="checkbox"/> <b>Yes</b> <p style="text-align: center;"><b>**PLEASE READ AND SIGN THE BACK OF THIS FORM **</b></p>	

Before submitting this Form, please check availability of the rooms and dates. Go to [www.cpcissaquah.org](http://www.cpcissaquah.org) Select Announcements & Calendar then CPC Calendar. Navigate to your proposed dates.

You will be assigned a POC (Point of Contact) for this event. Your POC will be the person who will let you know your event has been approved or denied. Your POC will contact you within 2-3 "working days". This person will also be the one who will help you with the details of your event, answer all of your questions regarding the event and also be the one to contact if you will need to preview the room or building that you will be using.

## Facility and Furniture Use Agreement

### We Agree to

- 1) ...use CPC facilities only for the purpose and times stated on this application.
- 2) ...store, prepare, and serve food in designated food areas only. No food is permitted in sanctuary.
- 3) ...supply our own consumables such as snacks; cups, tableware etc.

