



REQUEST FOR USE OF CHURCH BUILDING AND FACILITIES

Name of Organization: _____
 Contact Person: _____ Contact Number: _____
 Email: _____
 Room(s) Request For Use: _____
 Facilities: ___Piano Others: _____
 Date and Time Needed: _____
 Purpose: _____
 Total number of people expected to attend: _____
 Charge: _____ Free of Charge: _____
 Signature: _____ Date: _____

Rules:

1. CCCM is a religious Christian organization. No permission to Events/Activities contradictory to Christian faith.
- 2a. No smoking is allowed inside the building, including rest rooms.
- 2b. No alcoholic beverages are allowed on church premises.
- 2c. No illegal activities are allowed on church premises.
- 3a. Commercial activities are not allowed without prior approval.
- 3b. Fund raising activities are not allowed without prior approval.
4. During the rental period, CCCM is not responsible for any personal loss and damage of participants. It will be the responsibility of the group/person using the church facility.
5. Use of church building and facilities needs to be applied at least two weeks ahead of time for proper arrangement. It is the right of church deacon board for approval of application.
6. If application is approved and fee is charged, please make check payable to CCCM before usage
7. Keep clean of church building. All trash accumulated resulting from an event shall be collected and removed from the church building. Trash shall be placed into dumpster located outside of the church building for collection.
8. Care of all church property is expected. Any breakage or damage incurred is to be paid by the group/person who applies for using the facility.
9. No kitchen is allowed to use without approval.
10. Using church worship room (sanctuary) is not allowed for any non-church organized activities.
11. All CCCM church rooms, facilities are reserved for church use only for Sundays and are not to be used for non-church activities.

Use by CCCM

Signature of deacon in charge: _____ Date: _____
 Approved: _____ Charge: _____ Free of Charge: _____
 Declined: _____
 Notes: _____