



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: _____