

**Calvary Chapel Santa Maria
Event and Facilities Use (on and Off site)
Request Form**

Instructions: Please submit this form to the church office at least three weeks prior to your event. Please understand that any church ministry that needs to use the facility on the same date will be given first priority. This could mean that after your event has been approved, should a ministry need arise, you will be asked to reschedule or cancel your event. Do Not assume that because you have filled this out you are guaranteed use of the facility-it must be approved first. When you receive a signed, approved copy of this request and a phone call from the coordinator, you may consider the use confirmed. All off site events must follow the same protocol in order to maintain the calendar, and to avoid conflicting events.

All Non-church Related Events

A mandatory payment will be required upon completion of this application for services rendered. The charge is \$75 to each the House Keeper, to the Sound Tech and to the Video Tech, if required. Your application will not be considered approved until your payment is made in full.

Person Making Request: _____

Contact Phone Number _____ email _____

Person in charge of this event: _____

Person in charge day of the event? _____

Phone _____ Cell _____

Date of Event: _____

Time of Event: _____ estimated time of completing event _____
(no event will last longer than ten o'clock P.M.)

Time building needs to be open: _____

Calvary Chapel Event _____ Non Calvary Chapel Event _____
Event Name Event Name

Childcare Needed? YES _____ No _____ (your responsibility to arrange)

Requested Rooms: _____

Liability Insurance is required for any Non-Church related Event using any portion of the Church Facility.

Liability Insurance Provided, enter date(s) _____

Requester's Signature _____ Date _____

Approval Signature _____ Date _____

Sanctuary Questionnaire

Prior to approval, this questionnaire must be completed and signed by Event Organizer.

What is the estimated attendance for this event? _____

What is the size of your participants included in your event? _____

Set Up:

What time do you anticipate being at Church to set up for your event? _____

How much time will you need to set up? _____

Using Risers:

Will you be providing your own risers? yes ___ no ___ Will you need assistance from our staff? _____

Do you need to use the Church's risers? yes _____ no _____

Will the risers need to be to the left or right of the stage? Yes _____ no _____ Right _____ Left _____

How many people will occupy the risers? (Adults or children) _____

What formation would you like them to be set up? _____

Chairs:

Will you require any seating on the stage? _____ How many? _____

What formation would you like them to be arranged? _____

Do you need Sanctuary chairs to be moved? _____

Is a podium needed? _____ Placement of podium _____

Instruments and Microphones:

Will you require microphones? _____ Individuals or group? _____

Will you be using our piano? yes _____ no _____

No other Calvary Chapel instruments are available

Video and Power-point:

Will there be any type of media presentation during this event? yes _____ No _____

Media files must be made available 24 hours prior to your event to ensure compatibility with our software.