



## Facility Use Request Form

(Complete this form and return it via email or place it in the Office mailbox **at least 2 weeks prior** to your event to allow for approval. You will be contacted to confirm your request upon receipt of this completed form.

Email form to: [info@gc-cogic.com](mailto:info@gc-cogic.com)

*"A lack of planning on your part does not constitute an emergency on anyone else's part!"*

Today's Date of Request: \_\_\_\_\_, 20\_\_\_\_

I/We, \_\_\_\_\_ (Your Name); \_\_\_\_\_ (Ministry)

hereby request use of the church facilities as follows:

- Sanctuary     Fellowship Hall     Meeting Room     Zoom     Van     416 - Kingdom Ctr.
- Catering Services     Media Support     Graphic Design     Social Media (*sharing info in virtual spaces*)
- "Ask Me Room"     Informational/Signup     Product Distribution/Sales
- Other/Add'l Info: \_\_\_\_\_

### **REQUESTOR CONTACT INFORMATION: Please Print**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_; Email: \_\_\_\_\_

### **EVENT GENERAL INFORMATION:**

**\*Type of Event:**     Meeting     Fellowship     Rehearsal     Other (*explain*) \_\_\_\_\_

**\* Day/Date:** \_\_\_\_\_ / \_\_\_\_\_ **Time:** \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

***Is the event 2 weeks out?     Yes     No\* if no, please select another date.***

**Estimated Attendance:** Sanctuary \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Other \_\_\_\_\_

**\* Alternate Day/ Date(s) of Event:** \_\_\_\_\_ / \_\_\_\_\_

**\* Building Access: Entry of Building Day of Event:** \_\_\_\_\_ am/pm

**\* Building Access: Setup:** \_\_\_\_\_ / \_\_\_\_\_ (day/date) \_\_\_\_\_ am/pm (time)

### **SIGNATURE OF REQUESTOR and MINISTRY LEADER:**

Signature: \_\_\_\_\_, *Requestor*    Date: \_\_\_\_\_

Signature: \_\_\_\_\_, *Ministry Leader*    Date: \_\_\_\_\_

**GCC Official Use Only**

**Received: Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **By** \_\_\_\_\_

- Request Approved     Request Denied

\_\_\_\_\_  
**Signature/Title of GCC Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Deacon on Duty**

\_\_\_\_\_  
**Contact Phone #**