

Calendar Date, Facility & Vehicle Use Form

The Country Church & Country Christian School

Due to the expansion of TCC and CCS, calendar and facility management is a growing challenge. So that all can continue to function in concert with one another, please recognize that although an item is "approved," it is possible that changes might be needed as the time draws near. A spirit of unity and calendar fluidity must be maintained. Please adhere to the following:

- Only major church events will be scheduled several months - a year in advance.
- Please observe the following NO SCHEDULE days in 2010: Jan. 9; Feb. 20; Mar. 6, 20; Apr. 4; May 9; June 2, 20; July 3; Sept. 18; Oct. 8-10; Dec. 19

Today's Date: _____ Your Name: _____

Please check all that you are requesting. Calendar Date Facility Use Vehicle

Is this a CI group? Yes No

CALENDAR DATE & FACILITY USE:

Requested Dates (day of the week & calendar date): _____ Time: _____

Where is this event to happen? _____

What TCC/CCS room(s) are you requesting? _____

What activity? _____

What ministry department? _____

Responsible Person (you): _____ Phone: _____

Who have you secured to unlock and lock the building? _____

Who have you obtained for set up, tear down, and clean up? _____

What equipment will you need? *Include quantities needed* (kitchen equipment, chairs, tables, electronic equipment, sound equipment, etc.) _____

If electronic or sound equipment is needed, who is your trained personnel to operate it? _____

VEHICLE REQUEST: Blue Bus Yellow Bus 1 Van 2 Vans

Requested Dates: _____ Time: _____

What ministry/event? _____

Destination? _____

Who is your church insured driver? _____

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Approved by: _____ Date: _____

**** PLEASE TURN IN TO THE FRONT OFFICE OR PASTOR CHERI'S BOX ****