

# 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): \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Where is this event to happen? \_\_\_\_\_

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

Name of activity, group, or event: \_\_\_\_\_

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: \_\_\_\_\_ Starting/Ending Time Needed: \_\_\_\_\_

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 \*\***