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| **Cornerstone Facility Request Form** **(For Personal or Ministry Use)**  |  |  | Office Use Only: Date Request Received \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Name** |  |  |  |  | **Cell** |  |  |
| **Address** |  | **Home** |  |  |
|  |  | **Work** |  |  |
|  |  | **Reason for Building Usage** |  |  |
| **Needed Date(s)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | **Time(s)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

What are leaders/volunteers will be involved?



What rooms do you hope to use? What set-up are you planning (chairs, tables needed, etc.)?

Will you clean up or do you hope to use a custodian (~$20/hour for custodian\*\*)?

Do you have audio/visual needs? Do you need one of our video/sound technicians to run our systems (only trained technicians are allowed to run our sanctuary equipment\*\*)?

Is this a Cornerstone Ministry Event or a Personal or Outside Ministry or Event?\*\* (please explain your answer)

\*\*Depending on your request, there may be fees for building usage/locking/unlocking, the hire of a technician, custodial, etc.