



## Christ Presbyterian Church Building Use Request – FOR MEMBER GROUPS

Date(s) Requested	Frequency (i.e., weekly, monthly etc.)	Start Time	End Time
-------------------	--	------------	----------

**CONTACT INFORMATION OF PERSON IN CHARGE OF THE EVENT!**

First and Last Name of Person in Charge of the Event	Email Address of Person in Charge of the Event
--	--

Contact Telephone (    )	Alternate Contact Phone (    )	Organization
-----------------------------	-----------------------------------	--------------

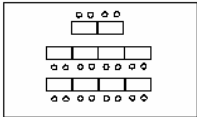
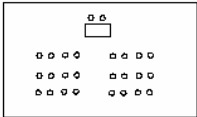
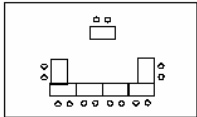
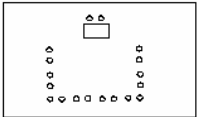
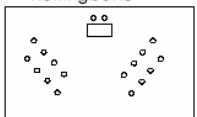
Your event title and description	Estimated Number of People Attending
----------------------------------	--------------------------------------

What other information would be helpful to share about your event?

**ROOM/EQUIPMENT REQUEST**

- |   |  |
|---|--|
| <input type="checkbox"/> Sanctuary (up to 500 people)       | <input type="checkbox"/> Stage Rooms A & B (up to 30 people) |
| <input type="checkbox"/> Lake Room (up to 20 people)        | <input type="checkbox"/> Catacombs (up to 20 people)         |
| <input type="checkbox"/> Bell Room (up to 15 people)        | <input type="checkbox"/> Conference Room (up to 10 people)   |
| <input type="checkbox"/> Childcare Rooms                    |  |
| <input type="checkbox"/> Fellowship Hall (up to 175 people) | <input type="checkbox"/> Chapel (up to 70 people)            |

***For Fellowship Hall and Chapel only, choose room layout:***

Classroom	Theater	U-Shape (tables)	U-Shape (chairs)	Herringbone	Other
					<div style="border: 1px solid black; width: 100%; height: 100%;"></div>

*(Fellowship Hall uses round tables only.)*

***For Chapel only, choose direction to face layout:***

- wood wall   
  stain-glass window wall   
  lake-view window wall

**Equipment Request**

Whiteboard (w/markers & eraser)  
  Easel (with paper)  
  Easel (no paper)  
  TV/VCR  
  Overhead Projector  
 Podium  
  Music Stands  
  Standing Microphone  
  Lapel Microphone  
  Portable Screen

If Sanctuary, we will be using sound system (Note: prior approval, training and donation may apply.)

**Musical Equipment Request (MUST have prior approval from Music Director and/or Organist)**

Sanctuary Steinway  
  Chapel Baldwin  
  Organ

Will food or beverages be served? If so, details:

<p><b><i>You MUST return the space to the way it was at the start of your event.</i></b></p>	<p><b><i>This request is not complete until you have reviewed and completed the information on the back of this form and turned in this form to the Office Manager.</i></b></p>
--	---

## REQUIRED EVENT PLANNING CHECKLIST:

### Prior to your event:

- Print here the name of the person in charge of clean-up after your event:  
\_\_\_\_\_
- Can your event include:
  - Youth? If yes, YOU must contact Jake: *jake@cpcmadison.org*
  - Internationals? If yes, YOU must contact Jean-René: *jeanrene@cpcmadison.org*
  - Tenney/Lapham Neighborhood? If yes, YOU must contact Ben: *ben@benanton.com*
- What communications/publicity does your event require?
  - Announcements, dates: \_\_\_\_\_
  - Website
  - Facebook, date: \_\_\_\_\_
  - Bulletin insert, dates: \_\_\_\_\_
  - Tidings, month: \_\_\_\_\_

*YOU must submit write-ups for the above items to the Office Manager.*

  - Pulpit – YOU must contact Pastor Dale.
- Submit this request to the Office Manager.

### Set-up for your event:

- The Building & Grounds Manager shall be responsible for the movement of most of the church equipment and furniture when necessary. Anyone may assist with this activity and does so at his/her own risk.
- Pianos are moved only with prior notice.

### During your event:

- Monitor all people who enter and exit the building.
- Supervise children.
- Take photos and submit to Office Manager within 7 days of your event.

### After your event:

- Dispose of all food remaining from your group.
- Return the space to the way it was.
- Fill out and return the Event Record Form to the Office Manager within 7 days of your event.

### Other guidelines to be aware of:

- Approximately 125 parking spaces are available in the church parking lot.
- No church property may be removed from the building.
- All equipment brought into the church must be approved.
- Keys are not issued to any outside group.
- **NO ALCOHOLIC BEVERAGES OR OTHER DRUGS OR SMOKING ARE PERMITTED IN THE BUILDING.**
- Capacities for rooms are established by the Fire Department. A fire lane must be kept clear. Violations of these rules are violations of city codes.
- Reasonable care of the building and equipment is required at all times: damage and/or breakage must be reported to the Office Manager or Building & Grounds Manager.
- Leave all rooms in the condition you found them.
- No youth or children's groups will be allowed to use the building unless there is adequate, full-time adult supervision. No children or youth are allowed to be in any of the rooms unattended. You must make your own arrangements for childcare.
- We are not responsible for lost or stolen articles.
- The Person in Charge listed on this form should be certain that all participants are aware of and obey these guidelines. The behavior of each participant reflects on your entire group and affects your future use of the building. A copy of this agreement should be distributed to all people who might supervise this event.

*I have read the above information and agree to comply.*

\_\_\_\_\_  
Signature of Person in Charge of the Event      date

### ***For Office Use Only:***

Date Request Received: \_\_\_\_\_

Staff Review, Date: \_\_\_\_\_

Other groups' review, if applicable,  
Date: \_\_\_\_\_

Calendar

Confirm with Requestor, Date: \_\_\_\_\_

Building & Grounds Manager, copy

## Event Record Form

Event Name:

Event Date:

Person in Charge of the Event:

How was the event promoted? (Announcements, Tidings, etc.)

Was the promotion effective? (include any comments)

How many people were planned for attending the event?

How many people attended the event? (include any comments)

Who helped prior to the event?

Who helped during the event?

Who helped after the event?

Was the help enough/effective? (include any comments)

What was the food preparation plan?

What was the room set-up?

Do you have suggestions for improvements?

Please add any other information that you feel would help in planning a similar event:

Report prepared by:

Date:

*Return this completed form to the office within 7 days after your event – thank you!*