

**Building Use Form**  
**Cornerstone Alliance Church Ministry Event**

Date of Application: \_\_\_\_\_

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

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Please fill out all below that are applicable:

1. Name of Ministry/Event: \_\_\_\_\_

2. Brief Description: \_\_\_\_\_

3. Event Beginning Date: \_\_\_\_\_ Event Ending Date: \_\_\_\_\_

- **Please note: Ongoing events need to fill out this application once each year.**

4. For ongoing events:

Frequency of meeting: (check one)    Once    Weekly    Bi-weekly    Monthly  
Day of the week \_\_\_\_\_ Week(s) of the month (check) 1 2 3 4 Last

5. Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

6. Estimated Attendance: \_\_\_\_\_

7. Please check all rooms that will be needed:

\_\_\_\_\_ Worship Center

\_\_\_\_\_ Sound Room

\_\_\_\_\_ Nursery

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Fellowship Hall

\_\_\_\_\_ Classrooms: Please designate specific rooms: \_\_\_\_\_

\_\_\_\_\_

- **If you will be setting up a display or display table in the lobby to promote your event, please check with the Welcome Center coordinator in terms of where to place it.**

8. Please check all equipment that will be needed/used:

\_\_\_\_\_ Chairs: how many in each room used? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Round Tables: how many in each room used? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Rectangular Tables: how many in each room used? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Use of Worship Center Sound System (CAC tech team responsible to run)

\_\_\_\_\_ Use of Worship Center Video System (CAC tech team responsible to run)

\_\_\_\_\_ Other: \_\_\_\_\_

9. Specific instructions regarding room setup or layout: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Please note: Table and chair setup and teardown for ministry events, with the exception of those that involve the worship center, is the responsibility of the church custodian. Setup and teardown of ministry events involving the worship center are the responsibility of the person who signs this form. The Administrative Pastor will give specific instructions for use of the facility.**

**I understand and agree to abide by the “Building Use Guidelines” which can be obtained from the church office and are posted on the bulletin board outside the church office.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For Office Use

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_