CHRIST THE KING PARISH AND BELIEVER'S TOGETHER COMMUNITY CENTER
MEETING AND EVENT REQUEST FORM

Group Name: _____Today's Date_____

Contact Person;_____

Address:_____

City: _____ State: _____ Zip Code:_____

Home Phone:_____ Work/cell Phone: _____

Room/Space Requested:_____

Number of People Expected: _____ Type of Event:_____

Set-up/decorating Instructions: _____

_____

_____

Time of Event: Start Time_____am/pm End Time_____am/pm

Date(s) Requested :	Day	Date	Approved
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

- All events, meetings and use of any part of the parish complex must be scheduled through the Parish Office. (We reserve the right to change rooms when needed with as much notice as possible)
- No smoking is allowed in the center. No smoking is allowed on the grounds, except in areas designated by receptacles.
- *The complex* must be left in the condition it was found or better. The renter is responsible for damage caused by negligence or inappropriate use of the equipment or space rented.
- Due to the possibility of multiple events or meetings, we require your group to stay in the area you reserved.
- We expect Christian behavior and language at all times.
- The content of all activities must uphold Christian values.
- Children must be supervised at all times.