

DATE OF REQUEST _____

Manhattan Beach Community Church
Request for Use of Church Facilities (external)

NAME: _____

PHONE: _____ EMAIL: _____

OUTSIDE GROUP: _____

DATE OF EVENT (including year): _____

TIME: _____ SET-UP DAYS & TIMES:* _____

ROOM/AREA REQUESTED: _____ No. of Attendees: _____

PURPOSE: (check one) Meeting Rehearsal Performance Social Event
 Youth Activity Personal/Family Event* (wedding, anniversary, birthday)
 Other (please specify) _____

CONTACT PERSON (if different from above): _____

PHONE: _____ EMAIL: _____

ESTIMATE OF FUNDS TO BE RAISED _____ ESTIMATE OF EVENT COST _____

THE EVENT WILL BE OPEN TO: (check one or more of the following)

- ___ The Public (will be listed on the MBCC website unless you ask that it not be listed)
- ___ Any member of MBCC (will be listed on the MBCC website unless you ask that it not be listed)
- ___ Limited to a specific group (will NOT be listed on the MBCC website)
- ___ Please do not list this event on the MBCC website

SUGGESTED TEXT FOR WEBSITE LISTING OF THIS EVENT:

ADDITIONAL NEEDS:

Please note all equipment/furniture, set up/take down, AV, utility needs to avoid conflicts in usage. Any special janitorial support required is the responsibility of the group to provide or arrange for.

*If your request includes the serving of alcoholic beverages, a copy of the MBCC Alcohol Policy will be provided and will require approval.

**If set up requires multiple days/times, please attach a separate sheet with specific details.

***Fees may include a facilities use fee, set up/take down fee and a cleaning fee

APPROVED: _____ DATE: _____ FEES***: _____

OTHER CONDITIONS/RESTRICTIONS: _____