

DATE OF REQUEST _____

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

NAME: _____

PHONE: _____ EMAIL: _____

CHURCH GROUP: _____

DATE OF EVENT(S) (including year): _____

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

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

PURPOSE: (check one) Meeting Rehearsal Performance Social Event
 Youth Activity Wedding Worship Event
 Other (please specify) _____

CONTACT PERSON (if different from above): _____

PHONE: _____ EMAIL: _____

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)
- Children of the congregation (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, staff hours to avoid conflicts in usage. Any special janitorial support required is the responsibility of the group to provide or arrange for.

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

APPROVED: _____ DATE: _____ FEE: _____

OTHER CONDITIONS/RESTRICTIONS: _____