

Pine City Christian Church Facility Request Form

Thank you for your interest in using the PC3 facilities! We believe that these facilities are a ministry of the church for the community, and at this point, we do not charge for their use. We do require a \$50 Security Deposit for all outside groups.*

In order to better accommodate your event, please fill out this form in its entirety. We will consult the calendar and inform you when final approval or denial is decided. We will do our best to accommodate your event, but we may not be able to fulfill your request if there are previously scheduled events.

Please Fill Out the Following Information

Contact Person: _____

Organization Requesting: _____

What is your affiliation with PC3? Attendee No Connection

Family Member/Close Friend of Attendee - - - Please Provide the Name: _____

Name of Event: _____ Date of Event: _____

Telephone Number: _____ Email: _____

Is this a recurring event? No Yes (IF YES) Weekly Monthly Other _____

Rooms Requested: SANCTUARY CHILDRENS ROOM TILE ROOM

Potential Number of Attendees: _____

Set up time begins at: _____ You will stay until: _____

Start Time of Event: _____ End Time of Event: _____

Equipment Needed:

Projection System* Instruments/Microphones* Sound System*

Coffee Pots/Hospitality Additional Tables

Do you have any other concerns or special needs? _____

* Upon approval of your event, a \$50 Security Deposit is required to be immediately submitted in cash. This will be refunded when the utilized spaces have been completed cleaned. Requests for these specialized pieces of equipment may require a PC3 Technician to be onsite. You will be contacted by the Technical Director or Designee to obtain more information.

Requestor's Signature: _____ Date: _____

TO BE COMPLETED BY PC3 STAFF ONLY

Received By: _____ **Date Decided:** _____

Decision: Approved Disapproved **Security Deposit Amount Received:** \$ _____

Contact Person Informed Date: _____