

Cornerstone Bible Church  
**Facility Reservation Request Form**

Please complete this request form for your desired event and place it in the Office Admin box.

- Members may reserve the facilities and members may host events.
- Church facility reservations are primarily for church-sponsored events.\* (See examples below.) Exceptions may be approved at the elders' discretion.
- Event requests will be reviewed at the next staff meeting and you will receive an email response.

Name:	Phone:	
Email:		
Are you a member of Cornerstone Bible Church? Circle One: <i>Yes</i> <i>No</i>		
Is this a church-sponsored event? Circle One: <i>Yes</i> <i>No</i>		
Title of Event:		
Target Audience? Circle One: <i>Church-wide</i> <i>Specific Group</i> Specify:		
Desired Date:	Time of Event:	
Arrival Time (including decorating):	End Time (including clean-up):	
Room(s) to be reserved:		
Devotional Speaker Name:		
For Office Use Only	Review Date:	<i>Approved</i> <i>Not Approved</i>

**\*Church-sponsored events may include the following:**

1) Church-wide events, such as fellowship meals, VBS, Adventure Night, church-sponsored baby showers/bridal showers<sup>†</sup>, elder-approved funerals, etc.

2) Specific church groups' events, such as 5:11 Leader/Co-Leader meetings, 5:11 group meetings, 5:11 group fellowship meals, Bible studies, training meetings, ministry group meals, etc.

**<sup>†</sup>A Church-Sponsored Shower/Party**

Members of CBC may host a church-sponsored shower for a first-time mother or bride who has been attending CBC for about 6 months.