



Christ Covenant Chapel Events/Facilities Request Form

Today's Date: _____ ☐ New Submission ☐ Update Existing Event (change event details) ☐ Cancel Event

Event Information

Event Name _____ Desired Date(s) _____ Alternate Date(s) _____
(Provide detailed description of event on back page)

Contact Information

Individual/Ministry _____ Contact Person _____

Phone Number _____ Email _____

Area/Room: ☐ Family Room ☐ Sanctuary ☐ Meeting Room One ☐ Upstairs ☐ Banquet Hall
Start Time _____ End Time _____ *start/end times should include set-up and clean time.

Services

☐ List in Announcements¹ ☐ Microphones² ☐ Kitchen Access ☐ Chairs ☐ Tables ☐ Other _____

¹ You must complete and submit an Announcement Request Form

² Contact Covenant Sounds for availability of services Minister Delah Azumah-- media@christcovenantchapel.org

There is a \$250 *deposit* required for the use of church facilities and equipment. This deposit will be promptly returned to you once all equipment has been returned and facility is thoroughly cleaned. It is your responsibility to ensure that equipments/ facility is returned to its original condition immediately after your event. If anything is damaged or missing you will be responsible for its replacement.

By signing below I understand my responsibility in using church facilities and/or equipment:

Signature

Date

The General Secretary will contact you within five business days to confirm this event. Contact information for the General Secretary can be found below.

Bernice Antobre Gyamfi
Christ Covenant Chapel- General Secretary
5452 Dupont Ave N
Brooklyn Center, MN 55430-3128
Phone: (763) 503-0206
Email: secretary@christcovenantchapel.org

(SEE OTHER SIDE)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

If this request is being made by a ministry/department within Christ Covenant Chapel, a requisition form must be submitted (if needed) to the finance department no later than two weeks prior to the requested event. There are no EXCEPTIONS.