



## In House Ministry Campus Use Form

This form is to be completed by any ministry group needing to schedule the use of a specific ministry event and for the use of the campus facilities or equipment. Please fill out request and place it in scheduler's mailbox located in the church office. Thank you for your cooperation in striving to make CrossPointe the best it can be.

Today's Date: \_\_\_\_\_ Ministry Group Name: \_\_\_\_\_

Name of Event (as you want it to appear in bulletin, fb/web): \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Time you need building access: \_\_\_\_\_ A. M. P. M. Time you will depart building: \_\_\_\_\_ A. M. P. M.

Is this Ministry Event off Campus? Y N Location: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E Mail: \_\_\_\_\_

**Campus facilities needed: (room numbers indicated in parentheses) Please remember to request the areas you are going to be using. Other events may be scheduled at the same times & date. The Office staff is not responsible to hold areas not in use for your event.**

_____ Worship Center (3)	_____ Gym (20)	_____ Conference room (14)
_____ Power Source Room (21)	_____ TGIF Room (23)	_____ Nursery (13)
_____ Toddler's Room (12)	_____ Grace Place/Lobby	_____ Quiet Room (5)
_____ Room Behind Grace Place (6)	_____ Kitchen/Classroom (25/26/27)	_____ Outdoor Space

**Does this event require audio / visual staff or equipment? Yes / No**

Please remember to request the areas you are going to be using. Other events may be scheduled on the same times and dates. Please remember that campus use will be approved on a first come, first served basis. In most cases, use will be approved by the facilities manager. However, any scheduling conflicts will be resolved in CrossPointe Family Church staff/ministry leader's meetings. This means that planning ahead is of the utmost importance. Our goal is to thrive as a team. Planning well in advance will lay the foundation for strong events and will reduce scheduling conflicts. Remember to request the areas you are going to be using. Other events may be scheduled on the same times and dates.

Thank you for your cooperation.

**This space for Office use only:**

**Date of reservation \_\_\_\_\_ Total time needed for building \_\_\_\_\_ to \_\_\_\_\_**

**Approved by Scheduler \_\_\_\_\_ Pastor \_\_\_\_\_**