



# Central Church of Christ Facility Reservation



Name of Organization/Club: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Member of this church:    yes    no

E-mail Address of Contact Person \_\_\_\_\_

Address: \_\_\_\_\_ City-State-Zip: \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of event \_\_\_\_\_ Number of Hours for Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Number of People Attending Event: \_\_\_\_\_

Special Instructions/Requests: \_\_\_\_\_

\_\_\_\_\_

I/we have read the Central Church of Christ Facility Use Guidelines and agree to abide by them fully. I/we understand that the trustees must first approve the facility-use request, and that Central Church of Christ activities have priority, provided they are scheduled in advance. I/we agree that my/our group is responsible for general clean-up and trash disposal, and returning room furnishing to their original arrangement. I/we also agree that my/our group is responsible for repair/replacement of any unusual breakage or damage, under the discretion of the trustees.

\_\_\_\_\_  
Signature of responsible person

\_\_\_\_\_  
Today's Date

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### For Use by Church Office

Reservation Request Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reservation Request Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Donation Received: \_\_\_\_\_

- Copy to Minister    Date: \_\_\_\_\_
- Copy to Trustee    Date: \_\_\_\_\_
- Copy to John B.    Date: \_\_\_\_\_
- Copy to John W.    Date: \_\_\_\_\_
- Copy to Annie F.    Date: \_\_\_\_\_
- Copy to \_\_\_\_\_ .    Date: \_\_\_\_\_
- On Church Calendar    Date: \_\_\_\_\_
- 



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*Discipling Believers To Reach  
Souls For Christ*