**The Community Church of the Monterey Peninsula**
**P. O. Box 222811, Carmel CA 93922**
**Telephone: 624-8595 Fax: 624-8927**

Date _____

**REQUEST FOR USE OF CHURCH FACILITIES**

1. Group/Organization Name: _____
   Mailing Address _____
   City _____ State _____ Zip _____
   Telephone _____

2. Name of Representative: _____
   Daytime Phone _____ Fax: _____

3 Use Date _____ Hours of Use _____

4. Purpose of Meeting or Use _____

5. Area to be used: (Woodhull Hall, Elkinton Sunday School Room, Outcalt Chapel etc.)
   _____

6. Estimated persons in attendance _____

7. Equipment needed: (coffee pot, sound system etc.)_____
   _____

8. Name of Church sponsor responsible for group _____
   (Representative/Sponsor shall review and sign a copy of Addendum One to the Church's Premises' Use Policy Guidelines and attach it to their request.)

9. A donation/fee as set forth in Guideline for the use of the Church's Premises is expected to cover utilities, insurance, custodial services, etc.

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For Office/Board Use Only:

Schedule Conflict: Yes _____ No…._____
Approved: _____Date _____Donation _____
Denied _____ Reason: _____
Special Conditions: _____

_____President, Board of Governors