

CHRISTIAN ASSEMBLY ACTIVITY & USAGE REQUEST FORM

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NOTE: Allow a minimum of 7 business days for processing after this form is received in the Church Office. Date Received: _____

SECTION 1 - BASIC INFORMATION:

Activity Description: _____ Attendance Expected: _____
Group Name: _____ Contact Name: _____
Home #: _____ Work #: _____ Cell #: _____
Street Address: _____ City: _____ State: _____ Zip Code: _____

SECTION 2 - DATE & TIMES:

One Time Event:
Date: _____ Day _____
Event Time: _____ Reserve Time: (include setup & cleanup time)
From: _____ To: _____ From: _____ To: _____

Recurring Event:
Starting Date: _____ Ending Date: _____ Weekly Monthly Quarterly
Frequency: _____ Day of the Week: _____
Event Time: _____ Reserve Time: (include setup & cleanup time)
From: _____ To: _____ From: _____ To: _____

SECTION 3 - LOCATION REQUEST:

Sanctuary:
Education Wing: Nursery Hospitality/Divorce Care Little Lambs
Office Complex: Foyer Kitchen
Fellowship Hall: Youth/Kid Church Room Kitchen Royal Rangers (Classroom 1)
Royal Rangers/Adult Sunday School Friends Classroom Upstairs
Grounds: Playground Area Fenced Area

SECTION 4 - SETUP & CLEANUP:

Type of setup needed: Tables #: _____ Chairs #: _____ Tablecloths #: _____ Classroom style Semi circle
Special Instructions: _____

SECTION 5 - AUDIO/VIDEO TECHNICAL SUPPORT:

NOTE: (requires Christian Assembly technical support personnel and possible cost)
Sanctuary:
Sound System Details: _____
Multimedia: Video Projector Media Shout Power Point Other: _____
Platform Rearrangement Details: _____
Youth/Kids Church Room:
Sound System Details: _____
Multimedia: Video Projector Media Shout Power Point Other: _____
Platform Rearrangement Details: _____

SECTION 6 - PROMOTION REQUEST:

Promotional Dates: _____ Bulletin Multimedia
Advertisement for Bulletin, Inert or Media (Send any graphics or videos via e-mail to media@caupstate.org):
Promotion Details: _____

SECTION 7 - MISCELLANEOUS EQUIPMENT NEEDED:

TV VCR DVD CD Player Tape Player Other: _____

SECTION 8 - PROCESSING & APPROVAL:

Availability	Yes	No	_____	Date Signed: _____
Team Pastor	Yes	No	_____	Date Signed: _____
Primary Room User	Yes	No	_____	Date Signed: _____
Custodial	Yes	No	_____	Date Signed: _____
Audio/Video	Yes	No	_____	Date Signed: _____