



## MINISTRY EVENT REQUEST & AGREEMENT

We want to do everything we can to support and equip your ministry event. We know there is a lot that goes into pulling off a successful experience. In an effort to clearly communicate expectations and needs in advance, we ask that ministries making requests for Corporate events also complete this form. Requests must be submitted submitted **at least two (2) weeks prior** to the date of the event.

### SCHEDULING AND PAYMENTS (Check if Read)

- Cornerstone gives scheduling priority to Cornerstone ministry events over outside event, however All facility usage is subject to staff approval.
- "Special Fee" payments are due one (1) week prior to event
- Large events may require an event coordinator, as determined by staff.

### GENERAL REQUIREMENTS AND INFO (Check if Read)

- Applicants must be 18 or older.
- Use of alcohol or tobacco products are not permitted inside any church building.
- Methods for attaching anything to the floor, ceiling, or wall must be pre-approved by staff.
- Only dry-erase markers may be used on whiteboards.
- Food and drink are not allowed in the sanctuary.
- Sound equipment and musical instruments are to be moved only by the sound technician or under his supervision. Movement of instruments must be approved by staff.
- Children must be supervised at all times and may not play in any of the rooms unless it is reserved.
- This church is prohibited from engaging in activities which violate its written doctrines. This church is also prohibited from condoning, promoting or allowing any of its assets to be used for activities that violate its written doctrines. Therefore, this church reserves the right to refuse service to any individual, whether member or not, that is not submitting their life style to this Scriptural mode of conduct. This refusal would include services, benefits and any use of church assets.

### REQUIREMENTS AFTER AN EVENT (Check if Read)

- Every room used should be set back up to be "Sunday-Ready"
- Clean and put away all furniture and equipment (see room layout diagram near each room entrance).
- Remove all decorations and displays set up for your event.
- Wipe off all whiteboards.
- Vacuum all carpets, sweep and mop all floors as needed.
- Place all trash in trash cans. If a can is full or contains food, put a new bag in the can; close the used bag and place it in the dumpster.
- Close all window blinds
- Turn off all lights except accent lights in the foyer and outside entrance lights.
- Close all doors. Make sure exterior doors are latched and locked.
- **If you used the kitchen:**
  - Dispose of any leftover food.
  - Wash any dishes used and put away.
  - Be sure counters are clean.
  - Turn off all water and appliances, and confirm refrigerator/freezer doors are closed.



## FACILITY REQUEST

### CONTACT'S INFORMATION:

Today's Date:		Applicant's Name	
Cell Phone		E-mail:	
Cornerstone Ministry			
Staff Liaison:			

### SCHEDULING INFORMATION:

Desired date(s):		Alternate date(s):	
Time of event:	From _____ AM/PM	To _____ AM/PM	
Event Set Up Date		Event Set up Time	____:____ AM/PM to ____:____ AM/PM
<b>Event Description:</b> <i>(Please be sure to communicate "why" this event is important, "who" is invited, and important details about the "what" and "how." 125 Words Max):</i>			
<b>Registration Required?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes		<b>Online Registration Requested?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>Participation Cost?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes: _____		<b>Books/Materials Required for Event?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes: _____	

### AREAS REQUESTED:

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|--|--|
| <input type="checkbox"/> Sanctuary                     | <input type="checkbox"/> Nursery ( <b>Must Complete "Child Care Request Form 7006" below</b> ) |
| <input type="checkbox"/> Fellowship Hall               | <input type="checkbox"/> Room 115  |
| <input type="checkbox"/> Large Kitchen                 | <input type="checkbox"/> Registration Desk & Foyer (during event)                              |
| <input type="checkbox"/> Ministry Café                 | <input type="checkbox"/> Offsite Location: _____   |
| <input type="checkbox"/> Small Kitchen                 |  |
| <input type="checkbox"/> Classroom(s) (how many) _____ |  |

## FACILITY REQUEST (CONT'D)

### CALCULATE YOUR SPECIAL FEES:

Checks are to be made payable to: Cornerstone Assembly of God Church.

SERVICE	COST	FEES DUE (COMPLETED BY STAFF)
<input type="checkbox"/> Sound Tech	\$80.00 (\$15/ hour over 4h)	
<input type="checkbox"/> Projection Tech	\$60.00 (\$15/ hour over 4h)	
<input type="checkbox"/> Kitchen Coordinator	\$80.00 (\$20/ hour over 4h)	
<input type="checkbox"/> Laundry Service	\$4.00 x _____ tablecloth \$0.60 x _____ napkin	
<input type="checkbox"/> Event Coordinator	\$80.00 (\$20/ hour over 4h)	
<input type="checkbox"/> Childcare Coordinator	\$80.00 (\$20/hour over 4h) + Childcare Worker Fees	
<input type="checkbox"/> Large Bus + Driver	\$60.00 (\$15/ hour over 4h) + Gas	
<input type="checkbox"/> Small Bus + Driver	\$60.00 (\$15/ hour over 4h) + Gas	
<b>TOTAL SPECIAL FEES</b>		
<b>BUDGET CODE FOR EXPENSES (If Applicable)</b>		

### EQUIPMENT REQUESTED

Not all types of equipment are available for use in all areas.  
Some equipment may require an additional setup fee.  
Please draw diagram on back.

Item	Qty
8 X 3 Table (seat 8)	
4 X 2 Table	
5' Round Table (seat 7)	
Chairs	
TV/VCR/DVD	
Podium	
Black Easel	

### DÉCOR REQUEST SUMMARY (if applicable)

Describe any special decor or room treatment ideas. If you need to contact us with further details after this form is submitted, please do not hesitate. For safety reasons, staff must be familiar with and approve major or dangerous decor items.

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# EVENT PROMOTION AND COMMUNICATION

## REQUESTS FOR STAFF

Event Logo/Branding		
<input type="checkbox"/>	None required. We will use our Ministry Logo	
<input type="checkbox"/>	Provided by outside source, accessed here: _____	
<input type="checkbox"/>	Personalized Logo Requested <i><b>Note:</b> Event must be considered a "Corporate Event," targeting a majority of the church, for example a Women's Conference, weekend marriage retreat, etc.). If approved, logos will be created for Print, Web, and Digital mediums in standard sizes and made available in digital format for the ministry to use.</i>	
<input type="checkbox"/>	<b>Corporate Communication Requested, Sunday:</b> _____ <i>Please request the best Sunday for promotion. We will do our best to honor this request, however dates may need to be adjusted due to the volume of events and corporate priorities to communicate. Additionally, all communication mediums may not be available.</i>	
Approved Communications (Completed By Staff)		
<input type="checkbox"/>	Bulletin Blurb	Date: _____
<input type="checkbox"/>	Newsletter	Month: _____
<input type="checkbox"/>	Sunday "Family News" Video	Date: _____
<input type="checkbox"/>	2x4 Table in Foyer	Date: _____
<input type="checkbox"/>	Cornerstone Social Media	Week: _____
<b>Comments:</b>		

### OUR REQUEST FOR MINISTRIES (Check if Read)

Outside of the requested and approved communications above, we ask the ministry do the following:

- Emailing specific "target audience" within your ministry of event (i.e., Life Group, Small Group, Ministry Participants, etc.)
- Individual Invites by word of mouth
- Posting Ministry Event Promotions on personal Social Media accounts
- Creating own flyers for distribution.
  - *If Personal Branding is approved, Cornerstone will provide logos to use on the flyer, however creation of the flyer text and layout is the responsibility of the ministry.*
  - *In order to protect our members from feeling over-solicited, Please DO NOT distribute these "in mass" in the foyer or hallways during Sundays or Wednesdays. These are only to be distributed to those with whom you are personally connected or made available for pick up in the foyer.*

**I have read the requirements and agree to adhere to them. I understand that the completion of this form does NOT guarantee approval or ability. All requested support is subject to staff approval and availability. I agree to pay fees as outlined above I also understand that money may be withheld from my ministry budget if "after event requirements" are not completed or if damage is incurred.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_