



Center for Manifestation

Building Usage Form (Ministry Leaders)

Greetings Ministry Leader!

In order to accommodate ministries requesting the usage of the building and to ensure events are not double-booked, please utilize the online building usage form. If you don't use the internet, copies of the form are located at the front desk. We appreciate your support.

Before submitting dates, please check the CFM calendar and be sure the facility is available, include alternate dates, if possible, on your request. Upon clearance from Dr. Jones, you will be contacted with an answer to your request. Please allow 24 to 48 for a response.

There will also be a facility check list that everyone should follow in making sure the building is secure prior to exiting the building after your event.

Contact Name: _____

Contact Number: _____ **Alternate Number:** _____

Email Address: _____

Address: _____

Event Type:

- Concert Seminar Funeral
 Conference Play Other (Explain) _____

Event Date(s): From: _____ To: _____

Management Approval

- Approved
 Rejected

Comments:

Management Signature

Date

Facility Check List

All events that require the use of the sound ministry or easy worship/power equipment or security are responsible for arranging with the Ministry leaders before the event and receiving a clearance of who will be operating the equipment including Deacon that will open and close facility unless other arrangements have been made. All fees, love offerings etc. occurred are the responsible of the Ministry leader hosting the event unless cleared otherwise through Dr. Mark T. Jones.

Before leaving the building please make sure:

- (1) *The area used is cleaned* (2) *All trash has been emptied – No open food should be left in the sanctuary or the overflow rooms* (3) *All AC units are turned off* (4) *All doors are locked – around the building* (5) *The Alarm is set*