

<input type="checkbox"/> New
<input type="checkbox"/> Cancel
<input type="checkbox"/> Change

## Cornerstone Room Request Form

(Completed form required for event approval)

<input type="checkbox"/> Community Room	<input type="checkbox"/> Board Room	<input type="checkbox"/> Training Room	<input type="checkbox"/> Computer Lab
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### Event and Contact Information

Date of Function:		Date Entered:	
Requesting Organization:			
Phone:		Email:	
Address:		City/St:	Zip:
Contact Name:			
Phone:		Email:	

### Event Details

**Please note: Any changes to this form should be submitted to Denice Crawford - [dcrawford@canetwork.org](mailto:dcrawford@canetwork.org) or 817-632-6010**

Event Start Time:	AM	PM	Event End Time:	AM	PM
# Guests Expected:			Setup Start Time:	AM	PM
Equipment: <input type="checkbox"/> Lecturn <input type="checkbox"/> Microphone <input type="checkbox"/> LCD Projector <input type="checkbox"/> Laptop <input type="checkbox"/> Internet Access					
Room Setup*: <input type="checkbox"/> Square <input type="checkbox"/> U-Shaped <input type="checkbox"/> Classroom <input type="checkbox"/> Theater/Lecture <input type="checkbox"/> Banquet					
*Board Room, Training Room, and Computer Lab have fixed setups.			Dry-Erase boards are available in the Board Room, Training Room, and Computer Lab. <b><u>User must provide markers/erasers.</u></b>		
Additional Tables: <input type="checkbox"/> Sign-in/Reception <input type="checkbox"/> Display: # needed _____ <input type="checkbox"/>					
Food Service Table (when providing your own food)					
Table Covers: <input type="checkbox"/> CAN Linens (See pricing below) <input type="checkbox"/> Will provide own					
Table Centerpieces: <input type="checkbox"/> CA <input type="checkbox"/> Will provide own					
Will you be serving food/drinks? <input type="checkbox"/> No <input type="checkbox"/> Cornerstone Catering <input type="checkbox"/> Provide our own <input type="checkbox"/>					
Beverage Service Only (\$1/person)					
Please provide the name/phone number of your caterer: _____ Linen Prices: 52"/\$2.75 61"/\$2.75 72"/\$3.00 85"/\$5.50 10'/ \$5.50 Tables Skirts: \$2.50/sq foot Napkins: \$.25 each; \$.50 with flatware. Linens must be ordered 3 weeks in advance to ensure availability.					

Other Requirements/Information:

**Staples, push pins, nails, or other items that will damage the walls, carpet, or furniture are not allowed to be used for decorating. Damage fees may be assessed if these items are used.**

### Cornerstone Office Use

<b>Request Submitted:</b>	
<input type="checkbox"/> Contract Received / Event approved	
<input type="checkbox"/> Calendar checked to confirm availability	<input type="checkbox"/> Added to CAN Calendar By: _____ Date: _____
<input type="checkbox"/> Staff assigned for open/close:	<input type="checkbox"/> Security Confirmed

### Fees Assessed:

<input type="checkbox"/> Food Services: \$ _____	<input type="checkbox"/> Room Usage: \$ _____	<input type="checkbox"/> Table Covers: \$ _____
<input type="checkbox"/> Invoiced <input type="checkbox"/> Received	<input type="checkbox"/> Invoiced <input type="checkbox"/> Received	<input type="checkbox"/> Invoiced <input type="checkbox"/> Received
Deposit \$ _____	<input type="checkbox"/> Cleanup/Damage Charges:	<input type="checkbox"/> Security Fees: \$ _____
<input type="checkbox"/> Invoiced <input type="checkbox"/> Received	<input type="checkbox"/> Invoiced <input type="checkbox"/> Received	<input type="checkbox"/> Invoiced <input type="checkbox"/> Received