



CALVARY CHAPEL HARRISBURG – WEST SHORE

28 N. Locust Point Road, Mechanicsburg, PA 17050 • 717-461-9050

www.ccharrisburg.org | info@ccharrisburg.org

Wednesday Bible Study: 7:00 PM - Sunday Morning Services 8:30 & 10:30 AM - Sunday Evening Prayer: 6:00 PM

EVENT SIGN-UP FORM

Setup and Post-Event cleanup is the responsibility of the Requestor, as well as all paper products, utensils, and items used during the event. In order to keep the facility clean and welcoming for everyone, we ask that you clean up and return rooms to their original condition. IMPORTANT: You are only responsible for cleaning the areas/rooms you use.

REQUESTOR/REGISTRATION INFORMATION

Name:		Phone:		Cell:	
Address:					
Email:					

Type of Event: ☐ Baptism (September) ☐ Wedding ☐ Funeral/Memorial
☐ Guest Speaker ☐ Church Service ☐ Spiritual Teaching
☐ Child Dedication ☐ Other: _____

EVENT INFORMATION (If Applicable)

Event Name:		Event Date:	
Requested Location:			
Scripture(s):			
Speaker/Presenter:			
Ministry Purpose:			

Event Details:	

☐

INITIAL

**I HAVE READ AND BEEN
INFORMED OF THE
FOLLOWING DISCLOSURE:**

Any event occurring during normal church service hours is considered a public event. A photograph (still photography or video) in digital or any other format, or any other means of recording or reproducing images may appear on social media platforms and/or livestreamed.

COMPLETED FORM TO BE PLACED IN BLACK BOX ON WALL BY OFFICE WINDOW