☐ New	Cornerstone Room Request Form
☐ Cancel	(Completed form required for event approval)
☐ Change	☐ Community Room ☐ Board Room ☐ Training Room ☐ Computer Lab

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 or 817-632-6010

Event Start Time: AM PM	Event End Time: AM PM
# Guests Expected:	Setup Start Time: AM PM

Equipment: ☐ Lecturn   ☐ Microphone   ☐ LCD Projector   ☐ Laptop   ☐   Internet Access

Room Setup*:   ☐ Square   ☐ U-Shaped   ☐ Classroom   ☐ Theater/Lecture   ☐ 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. **User must provide markers/erasers.**

Additional Tables: ☐ Sign-in/Reception   ☐ Display: # needed _____
Food Service Table (when providing your own food)

Table Covers: ☐ CAN Linens (See pricing below)   ☐ Will provide own

Table Centerpieces: ☐ CAN   ☐ Will provide own

Will you be serving food/drinks?   ☐ No   ☐ Cornerstone Catering   ☐ Provide our own   ☐ Beverage Service Only ($1/person)

Please provide the name/phone number of your caterer: _____   Linen Prices:
52"/$2.00   61"/$2.50   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

Request Submitted:

☐ Contract Received / Event approved	
☐ Calendar checked to confirm availability	☐ Added to CAN Calendar By: _____ Date: _____
☐ Staff assigned for open/close:	☐ Security Confirmed

Fees Assessed:

☐ Food Services: $_____	☐ Room Usage: $_____	☐ Table Covers: $_____
☐ Invoiced ☐ Received	☐ Invoiced ☐ Received	☐ Invoiced ☐ Received
Deposit $_____	☐ Cleanup/Damage Charges:	☐ Security Fees: $_____
☐ Invoiced ☐ Received	☐ Invoiced ☐ Received	☐ Invoiced ☐ Received