



CANDLELIGHT

Ministry Application for Building Use

Instructions:

1. This application is for an agency, non-profit, ministry or any type of cause that you may have and want to use our facility.
2. This application must be approved by our Executive Pastor and Building Administrator. After review, we will contact you if it's approved.
3. Candlelight requests at least (4) weeks prior notice for approval process.
4. Please check our building rates online. Charges to apply for use of our building.

Today's Date: _____

Last Name: _____

First Name: _____

Church or Non-Profit: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Cell #: _____ Email: _____

Do you attend Candlelight regularly? Yes No

Are you a member of Candlelight: Yes No

Please answer questions below:

Please describe the agency, non-profit or ministry:

Dates & Times : _____

What resources will be needed (materials, facilities, equipment)?

*Please provide any paperwork or brochures in reference to the ministry or cause.

Thank you for your interest in using our facility. We will contact if it's approved.

-----Official Use Only-----

Received By: _____

Date Received: _____

Approved By: _____

Date Approved: _____

Not Approved By: _____

Date Not Approved: _____

Reason Not Approved: _____