

## CHURCH ACTIVITY / ROOM REQUEST

Any ministry desiring to use the church facilities must **fill out this form COMPLETELY & CLEARLY.**

Please turn it in to the office Secretary at least two weeks before the scheduled event.

*Note: We will try to accommodate each activity, but it will be on a space-available basis.*

Name/Description of Activity:  
\_\_\_\_\_

Activity Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time:  
\_\_\_\_\_

Activity Day – Need church open at (time): \_\_\_\_\_ Departure/tear-down end time:  
\_\_\_\_\_

Is Set-up/Decorating required prior to event day? When: (date) \_\_\_\_\_ (time)  
\_\_\_\_\_

Ministry: \_\_\_\_\_ Ministry Head:  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Daytime Phone:  
\_\_\_\_\_

Room(s) Desired: \_\_\_\_\_ Number of Chairs needed:  
\_\_\_\_\_

Number of Tables Needed: \_\_\_\_\_ Rectangular (seats 8-10) \_\_\_\_\_ Round (seats 8-9)

**\*\* Use back of this page to draw a diagram of desired set-up, if necessary. \*\***

Standing Request: Every (day of the week) \_\_\_\_\_ Until (date of last meeting)  
\_\_\_\_\_

Special Equipment Needed:

\_\_\_\_\_ TV/VCR/DVD (cannot be set out ahead of time) \_\_\_\_\_ Lectern \_\_\_\_\_ Keyboard (Piano Touch  
only)

\_\_\_\_\_ Other (specify)  
\_\_\_\_\_

Special Services Needed:

\_\_\_\_\_ Infant Nursery \_\_\_\_\_ Toddler Nursery (Please indicate the number of children expected in each.)  
\_\_\_\_\_ Kitchen (list supplies needed)

\_\_\_\_\_ Sound – Specify Need: \_\_\_\_\_ No. of Microphones \_\_\_\_\_ CD Player \_\_\_\_\_ Audio Recording  
\_\_\_\_\_ Video Recording Details: \_\_\_\_\_

\_\_\_\_\_ Hospitality (Subject to approval) Detail Needs:  
\_\_\_\_\_

\_\_\_\_\_ Maintenance for set-up or tear-down

\_\_\_\_\_ Overhead

\_\_\_\_\_ Security

\_\_\_\_\_ Other (specify)  
\_\_\_\_\_

\_\_\_\_\_ Ushers

\_\_\_\_\_ Costumes

Transportation Needed (subject to approval):

\_\_\_\_\_ Vans – Indicate # Needed (3 - 12 passenger vans available or Minivan)  
\_\_\_\_\_

\_\_\_\_\_ Trailer

Destination: \_\_\_\_\_ Driver's Name:  
\_\_\_\_\_

**\*\*\* Make sure the Set-up/Decorating time will not conflict with another event. \*\*\***

Do you need a Bulletin announcement or Insert? (specify which & give details)  
\_\_\_\_\_

\_\_\_\_\_ Give date(s):  
\_\_\_\_\_

Ministry Head: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Additional Comments:  
\_\_\_\_\_

**\*\*\* This original form will be returned to you when approved. \*\*\***

FOR OFFICE USE

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Room Assigned:  
\_\_\_\_\_

Request Denial Reason:  
\_\_\_\_\_

Copies to:    \_\_\_ Maintenance    \_\_\_ Secretary    \_\_\_ Admin    \_\_\_ Nursery Coordinator    \_\_\_ Pastor Tom  
\_\_\_ Music    \_\_\_ Usher Coord.    \_\_\_ Overhead    \_\_\_ Sound    \_\_\_ Hospitality Coord.    \_\_\_ Other  
\_\_\_\_\_