



Activity Reservation Form

Due at least 3 weeks prior to event

Today's Date _____

Event date _____ Day of the week _____

What time does event begin? _____ What time will event conclude? _____

Room needed earlier than the event start time? If so, when do you need the room? _____

Name of event/ group _____ Church-related activity? YES NO

Person in charge _____ e-mail _____ daytime phone _____

If there is a conflict on date or arrangements, you will be notified.

Facilities:

At Church (On evenings and weekends the facility will be locked. Contact the Church Office in advance to arrange for a key.)

Room(s) needed _____ # of People Expected _____

of tables needed (usually 8 to a table) _____ 6' table _____ 8' table _____ Round _____ (Round FH/ 141 only)

of chairs needed _____ Describe set-up on back of this sheet if necessary.

Away from Church Where? _____ Phone _____

Equipment needed: TV DVD player Projector Screen Podium
 Microphones (# needed _____) CD player Keyboard Other _____

NOTE: Use of audio-visual equipment or computer in the Worship Center, O'Bryan Fellowship Hall, Family Life Center, or Genesis Lab (Room 141) may require a fee for operation by a qualified tech assistant. Only church-approved personnel may operate A/V equipment.

All such assistance must be approved and arranged well in advance of event through the Worship Arts office.

Vehicles:

Please check the vehicle you are requesting:

'92 van '97 van '02 van Bus (CDL license required to drive the bus)

Destination _____ Driver _____

Departure Time _____ Return Time _____ Please pick up keys during office hours and no more than two days prior to the trip. Keys are to be checked out in the Facility Supervisor's office.

Child Care: # of children _____ Age range _____ Time frame _____

Be sure to turn in a Child Care Reservation Form to the Children's Ministry Office no later than one week prior to the event.

Food Service:

Please indicate need and quantity for the following items from the church's kitchen.

Tablecloths _____ Table skirts _____ Punch bowl(s) _____ (plastic, glass, or silver)

Paper products, supplies, and quantity required _____

Will prepare own food using church kitchen.
Person responsible for cooking and clean up _____ Phone _____

Request for food service staff to prepare food (Contact Church Host regarding menu & cost.)

If publicity is required for this event, please complete a Media Publication Request form 2-3 weeks in advance. Pastoral approval required.