

TODAY'S DATE: \_\_\_\_\_ DAY and DATE of EVENT: \_\_\_\_\_

## Activity Information/Request for Building Use

Event Starting Time: \_\_\_\_\_ Event Ending Time: \_\_\_\_\_

Activity/Event: \_\_\_\_\_ Cost (deposit): \$ \_\_\_\_\_ Due by \_\_\_\_\_

Organization: \_\_\_\_\_ Number of people expected to attend: \_\_\_\_\_

\*Staff person in charge: \_\_\_\_\_ Reservations needed?  No  Yes, by \_\_\_\_\_

\*Lay person in charge: \_\_\_\_\_ Telephone: \_\_\_\_\_

Location (building/room/off site): \_\_\_\_\_ What time do you need access? \_\_\_\_\_

Will you need a key to the building?  No  Yes (Contact the Church Office to check out a key.)

### RESOURCES NEEDED (check all that apply):

YES NO

**KITCHEN** (list supplies needed) \_\_\_\_\_

Name of person in charge of food preparation \_\_\_\_\_

Notify the church office **410.838.9898** so they can contact the appropriate person(s)

**SOUND SYSTEM/EQUIPMENT** \_\_\_\_\_

Notify the church office **410.838.9898** so they can contact the appropriate person(s)

**AUDIO/VISUAL** (TV/VCR/DVD) \_\_\_\_\_

**TABLES AND/OR CHAIRS** \_\_\_\_\_

**NURSERY/CHILD CARE** (Notify **Trey Wooton 410.838.9898 EXT 244** at least 2 weeks prior to event)

\*\*  **TRANSPORTATION** (Bus/van/personal vehicles) \_\_\_\_\_

DRIVERS for bus and/or van: \_\_\_\_\_

(Bus/van drivers: notify **Ralph Batykefer 410.838.9898** at least one week prior to event that you are driver.)

**PERMISSION FORM** \_\_\_\_\_

**PUBLICITY REQUESTED** (fliers/LINK/announcements/slides/web and dates due) \_\_\_\_\_

\*Groups using the facilities are responsible for ALL set-up and clean-up:  **clean bathrooms**  **all trash in dumpster**  
Facilities should be restored to the formation that is necessary for the next regularly scheduled program. This should be done **immediately at the end of your program.**

\*\*Groups using the bus/van are responsible for **cleaning** the interior and returning the vehicle(s) filled with gasoline.

SIGNATURE OF PERSON MAKING REQUEST: \_\_\_\_\_

*(To be filled in by Staff)*

Request approved by: \_\_\_\_\_ on this date: \_\_\_\_\_

Activity was entered in the Calendar by: \_\_\_\_\_ on this date: \_\_\_\_\_

c.c. Custodians – Sound – Kitchen \_\_\_\_\_

(updated September 22, 2009, ss:\Brenda\myfiles\FORMS\ARF revised 092209.doc)

STAFF APPROVAL \_\_\_\_\_