

Today's Date: _____ DAY / DATE of EVENT: _____

ARF - Activity Request Form

Activity/Event: _____

Start Time: _____ End Time: _____ Cost (deposit): \$ _____ by _____

Ministry: _____ Reservations? _____ by _____

Minister in charge: _____ Expected Attendance: _____

*Leader/person in charge: _____ Phone: _____

Location (building/room/offsite): _____ Time you need access _____

Need a key? _____ (Contact your Staff Liaison)

ALL DETAILS MUST BE PROVIDED FOR APPROVAL:

YES NO

KITCHEN (supplies requested) _____

Name of person in charge of food preparation _____

(Notify Denise Townsend at least two weeks prior to the event)

MULTI MEDIA EQUIPMENT (Sound, Projection... May Not Be Available for this Event) _____

(Notify Adam Lewandowski adam1@oakgrovebaptist.com at least two weeks prior to the event)

TABLES & CHAIRS _____

CHILDCARE (Notify Trey Wooton 410.838.9898 x 228 at least 2 weeks prior to event)

TRANSPORTATION ** (Big Bus / Van / Van / Personal Vehicles) _____

***ALL DRIVERS for VAN & BUS: Copy of License REQUIRED to be given to the office.**

Name: _____ Current License on file: **YES or NO**

(All Drivers: notify Richard Weih 410.838.9898 x 244 at least two weeks prior)

PERMISSION FORM _____

PUBLICITY REQUESTED (Bulletin / Slide / Announcement / Website). Dates & quantity request

SECURITY/SAFETY SUPPORT - PARKING TEAM SUPPORT - MEDICAL TEAM SUPPORT (circle)

* Groups are responsible for ALL set-up, clean-up, bathrooms, trash to dumpster & restoring area for the next scheduled program. ** Groups using vehicles are responsible for cleaning interior & returning them filled with gas.

SIGNATURE OF PERSON MAKING REQUEST: _____

Church Calendar entry: _____ date: _____

Approved By Staff: _____ date: _____

2nd STAFF APPROVAL _____

**revised 11/2017*