

Activity Request Form

Broken Arrow Church of the Nazarene

401 W. New Orleans, Broken Arrow, OK 74011

Phone: (918)455-3550 Fax: (918)451-9227 www.banazarene.org

Use this form to request a calendar date and/or use of the facility. Date/usage will be confirmed only after this form has been completed, returned to the church office, and signed by an authorized church representative. No event will appear on the official church calendar until it has been approved as outlined above. Online: Complete the fields on this digital PDF, and return form to info@banazarene.org

Name of Group / Person Making Request:

Contact Person:

Home Phone:

Address:

Work Phone:

Email Address:

Cell Phone:

Activity:

Location of Activity If Other Than Church:

Date(s) of Activity:

Start Time(s):

Day(s) of Week:

End Time(s):

Is This Activity:

One Time

Weekly

Monthly

Other:

Area(s) Requested:

Equipment Requested:

Sanctuary

Foyer

State Quantity & Type

FLC Gym

FLC Kitchen

Chairs

Fellowship Hall
(Includes Kitchen)

Teen Room
(2nd Floor FLC)

Tables

Class Room(s):
(Specify Room #'s)

Cafe Area

Will you need a sound system?
(\$60 sound tech fee)

Sports Field(s):
(Specify Field #'s)

Signature of Person Making Request:

Date:

For Office Use Only:

Approved

Denied

Date:

Comments:

Signature of Church Representative:

Date: