



# 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) \_\_\_\_\_ 8' table \_\_\_\_\_ Round (103/105, FH and 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:  
 '02 Van (15 passenger)  '12 Van (15 passenger)

Destination \_\_\_\_\_ Driver \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

**Child Care:** # of children \_\_\_\_\_ Age range \_\_\_\_\_ Time frame \_\_\_\_\_

**Food Service:** Please indicate need and quantity for the following items from the church's kitchen.

Tablecloths Round (\$10.75/each\*) \_\_\_\_\_ Rectangle (\$13.75/each\*) \_\_\_\_\_ \* dry cleaning fee

Will prepare own food using church kitchen.  
Caterer / Person responsible for cooking and clean up \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

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