



# Activity Request Form

Date Form Submitted: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Reason for Activity: \_\_\_\_\_

Attendees: \_\_\_\_\_

Details of Activity: Day: \_\_\_\_\_ Start Time: \_\_\_\_\_

Day: \_\_\_\_\_ End Time: \_\_\_\_\_

Person(s) in Charge: \_\_\_\_\_

Phone Number where most available: \_\_\_\_\_

**Facilities required:**

- Chapel
- Fellowship hall/kitchen
- Family Life Center **NOT AVAILABLE ON SATURDAYS**
- Student Ministry Building
- Individual Rooms (location & room #'s \_\_\_\_\_)

**Equipment Required:** Tables [# \_\_\_\_\_] Chairs [# \_\_\_\_\_]

Other: \_\_\_\_\_

*(If the church is setting up tables, chairs, or any other equipment, please draw a diagram of the room layout on the back of this form – you can add sheets if needed)*

AVL/SOUND required:  Yes  No

AVL Person working? \_\_\_\_\_

Setup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Clean up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Clean Up includes the following: (1) Restore Facility for next event; (2) Empty Trash cans; (3) Store tables & chairs; (4) Clean floor and kitchen area.

*Once form is completed, it must be turned into the Church Office. your request will be evaluated and approval given within a reasonable time frame.*

Upon approval the originator must review with maintenance director.

**Office Use Only**

Request has been: \_\_\_\_\_ By: \_\_\_\_\_

Reason: \_\_\_\_\_

**Distribution:** (1) copy to Requestor, (1) copy to office, (1) copy to G. Jones

**Also:**

- AVL/Sound /  Vehicle use/
- Email notification to *all* staff  Placed on office Calendar