



Activity Request Form

Date Form Submitted: _____

Date of Activity:

Title of Activity:

Approx. # Attendees:

Details of Activity:

Start Time:

End Time:

Setup date:

Clean up date:

Person(s) in Charge: _____

Best Phone Number: _____

Facilities requested:

- Chapel
Kid's Auditorium/kitchen
Family Life Center NOT AVAILABLE ON SATURDAYS
Elevate 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. If you require use of the Audio Visual/Sound Equipment contact Bro. Mark Taylor.

Clean up process must restore facility for next event by emptying trash cans, storing tables & chairs, cleaning all floors and any kitchen areas.

Once form is completed, it must be turned into the Church Office in person or by email. Your request will be evaluated and approval given within a reasonable time frame.

*Reminder that we are an alcohol & tobacco free facility.

Office Use Only
Request has been APPROVED _____ DISAPPROVED _____
By: _____
Distribution: (1) copy to Requestor, (1) copy to office, (1) copy to Maintenance
Also:
[] AVL/Sound [] Email notification to all staff [] Placed on office Calendar