



# ACTIVITY REQUEST FORM

**IMPORTANT:** To assure approval, this form must be submitted to the specific Ministry Pastor no later than TWO (2) WEEKS prior to the activity. Events in conflict may be considered on a first requested basis.

Department/Ministry: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Time Starting: \_\_\_\_\_ Time Ending: \_\_\_\_\_

Individual Making Request (Activity Coordinator): \_\_\_\_\_

CHURCH VAN Needed (Equipment Only): Driver(s) Name: \_\_\_\_\_

Destination City: \_\_\_\_\_ Date & Time of Return: \_\_\_\_\_

NOTE: Pre-qualified individuals only may drive Church owned vehicles. Please complete and attach Vehicle Request Form.

\_\_\_ Qualified Driver? \_\_\_ Vehicle Trip Form Complete?

Ministry Pastor Name & Signature: \_\_\_\_\_

### FACILITIES Needed:

FL Center \_\_\_ Children Chapel \_\_\_ Kitchen \_\_\_ Nursery \_\_\_ Classroom(s) # \_\_\_\_\_ Grace Dome \_\_\_\_\_

Opening Time \_\_\_\_\_ Closing Time \_\_\_\_\_

Security Needed \_\_\_\_\_ Sound Needed \_\_\_\_\_ Janitorial Needed \_\_\_\_\_

Describe other facilities or supplies needed: \_\_\_\_\_

**EQUIPMENT NEEDED:** Any church property being used on or off the premises must have prior approval and be used for church related activities only. If equipment and or supplies need to be picked up in advance, prior arrangements must be made. Event coordinator is responsible for the following: Procuring of needed items (in most cases); the return of borrowed items to the pick up location in the same condition as received; set up and take down of rooms, classes, etc. Event coordinator should arrive early to prepare for their event.

Date / Time for pick-up: \_\_\_\_\_ Date / Time for Return: \_\_\_\_\_

Audio/Visual: Music Minister Signature: \_\_\_\_\_

Overhead: \_\_\_\_\_ TV/VCR: \_\_\_\_\_ Sound System: \_\_\_\_\_ # of Mics: \_\_\_\_\_ Screen: \_\_\_\_\_

Other (write in #): Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_ Paper Plates: \_\_\_\_\_ Cups: \_\_\_\_\_ Napkins: \_\_\_\_\_

Utensils (specify): \_\_\_\_\_

Office Supplies: Paper: \_\_\_\_\_ Pens: \_\_\_\_\_ Pencils: \_\_\_\_\_ Tape: \_\_\_\_\_ Glue: \_\_\_\_\_ Other: \_\_\_\_\_

By my signature below I understand that I am responsible for lost or damages items and agree to return the items borrowed to the designated location to avoid disruption of other Church activities. If kitchen facilities were used, I also agree to its proper clean up.

Event Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_ Date & Time Items Returned \_\_\_\_\_

Director of Church Ministries: \_\_\_\_\_ Date: \_\_\_\_\_

Business Administrator: \_\_\_\_\_ Date: \_\_\_\_\_ Calendar: \_\_\_\_\_

# F-ACT02