FIRST BAPTIST
Fair Oaks ▸ PEOPLE MATTER

Activity Request Form for Church Groups

Request due at least *4 weeks* before date of activity.
If activity is cancelled or date changed, please contact the church office as soon as possible.

Date of Request: _____   ☐ **Facility Use Only**   ☐ ***Place on Calendar Only**   ☐ **Both**

Requested from: (Class/Group)_____

Date of Activity:_____   **Start Time:**_____   **End Time:**_____

Date of Set-up:_____   **Start Time:**_____   **End Time:**_____

(For ongoing ministries) Date Activity Ends: _____

Location of Activity:

   1st Choice: _____   **2nd Choice:** _____

Description of Activity (Please give specific information) _____

_____

_____

_____

Contact Person(s): _____

   (You are the person(s) in charge of clean-up, set-up, and tear down)

   Phone # _____   **Phone #** _____

*Placing an event on the church calendar allows others to see the event on the church website.

PLEASE MARK THOSE ITEMS THAT APPLY TO THIS ACTIVITY

Facilities Support:

   Keys to Facility Needed: Yes _____   No _____

Personal Kitchen Use:

   Access/ Refrigeration Only   Yes _____   No _____

   Light Refreshments/ Drinks   Yes _____   No _____

   Full Use of Equipment   Yes _____   No _____

Church Kitchen Use: (For Funerals and Church Events only)

   Refreshments   Yes _____   No _____   How Many? _____

   Meal   Yes _____   No _____   How Many? _____

Set-Up and Tear-down done by Church Staff: Yes _____   No _____

    How many tables?   Round: _____   **Rectangle:** _____

    How many chairs per table? _____ (max 8)

Brief Description of desire table & chair arrangement: _____

_____

_____

Equipment Use:

(Trained technicians are to be present for use of audio, visual, lighting, and other various equipment.)

    Audio: _____   **Video:** _____   **Lighting:** _____

Permission Slips: (Required for events when minors will be going off campus) **Yes** _____   **No** _____

Childcare Support: (Depending on need, Childcare Requests may or may not be approved.)

    Requesting Childcare: Yes _____   **No** _____

    # of Children Expected:

    Ages Birth — 2: _____   **Ages 3 — 5:** _____   **Ages 6 – 12:** _____

Promotional Support Request: (Promotional Request may or may not be approved.)

    Website: _____   **Lobby Announcements:** _____

    Bulletin: _____   **Happenings Emails:** _____

Signature _____ **Date** _____

For Office Use Only

☐ Contacted

☐ Calendar

☐ Permission Slips made & Delivered

Facility Support _____

Kitchen Support _____

Set-up/Tear-down Support _____

Audio Support _____

Visual Support _____

Lighting Support _____

Childcare Support _____