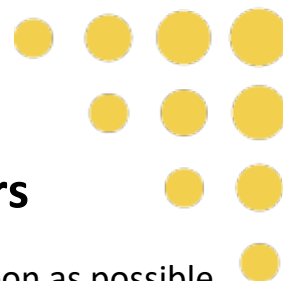


Office Use:  
Approved: \_\_\_\_\_  
Denied: \_\_\_\_\_



# FIRST BAPTIST

Fair Oaks ▶ PEOPLE MATTER



## Activity Request Form for Church Members

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: \_\_\_\_\_

Requested By \_\_\_\_\_

Date of Set-up: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Available times: M-TH 8:00am - 4:30pm F-SA 9:00am - 5:00pm SU Limited

Extended hours may be available upon request

Location of Activity: (Example: Sanctuary, Large Fellowship Hall, Small Fellowship Hall, Room 820)

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

Description of Activity (Please give specific information) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone # \_\_\_\_\_ Email \_\_\_\_\_

### 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 \_\_\_\_\_

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:** (For Sanctuary Use Only)  
(Trained technicians are to be present for use of audio, visual, lighting, and other various equipment.)

Audio: \_\_\_\_\_      Video: \_\_\_\_\_      Lighting: \_\_\_\_\_

Signature \_\_\_\_\_      Date \_\_\_\_\_

**For Office Use Only**

- ☐ Contacted
- ☐ Calendar

Facility Support \_\_\_\_\_

Kitchen Support \_\_\_\_\_

Set-up/Tear-down Support \_\_\_\_\_

Audio Support \_\_\_\_\_

Visual Support \_\_\_\_\_

Lighting Support \_\_\_\_\_