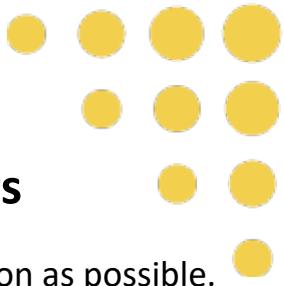


Office Use:
Approved: _____
Denied: _____



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

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

<input type="checkbox"/>	Contacted	Facility Support _____
<input type="checkbox"/>	Calendar	Kitchen Support _____
		Set-up/Tear-down Support _____
		Audio Support _____
		Visual Support _____
		Lighting Support _____