

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



**FIRST BAPTIST**

Fair Oaks ▶ PEOPLE MATTER

## Activity Request Form for Non 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: (Group) \_\_\_\_\_

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

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

(For ongoing activities) 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.

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### PLEASE MARK THOSE ITEMS THAT APPLY TO THIS ACTIVITY

(Those marked \* may include additional charges for services)

**Facilities Support:**

Keys to Facility Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

**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\*:**

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

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

**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 \_\_\_\_\_

# HOLD HARMLESS AGREEMENT

## For Use of First Baptist Church of Fair Oaks

TO BE ATTACHED TO THE ACTIVITY REQUEST FORM

I/We the undersigned representative(s) of \_\_\_\_\_  
(name of organization)  
of the city of \_\_\_\_\_, state of \_\_\_\_\_ shall be  
using the buildings and/or grounds of **First Baptist Church of Fair Oaks**, from \_\_\_\_\_  
to \_\_\_\_\_, for the purpose of \_\_\_\_\_,  
herein referred to as the **activity**.

I/We understand and agree that neither **First Baptist Church of Fair Oaks**, nor its trustees, representatives, employees or agents may be held liable in any way for an occurrence in connection with the **activity** above which may result in injury, harm or other damages to the undersigned or members of **First Baptist Church of Fair Oaks**, congregation and guests, invited or not.

As part of the consideration for being allowed to use the facilities of **First Baptist Church of Fair Oaks**, as well as all appliances and fixtures in the activity. I/We assume all risks in connection with participation in the **activity**.

I/We further release **First Baptist Church of Fair Oaks**, its trustees, employees, agents or representatives for any injury or damage which may occur while participating in the **activity**.

I/We further agree to save and hold harmless **First Baptist Church of Fair Oaks**, its trustees, employees, agents or representatives from any claim by the undersigned member of the Organization, their estates, heirs or assigns arising out of or participation in any form or fashion in the **activity**.

I/We also authorize **First Baptist Church of Fair Oaks**, its employees or agents to obtain such emergency medical care or treatment as may be necessary should any injury, harm or accident occur while participating in the **activity**.

I/We further state that I/We are authorized to sign this agreement, that I/We understand the terms herein are contractual and not mere recital; and that I/We have signed this document out of my/our own free act and volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(month) (year)

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_