

Office Use:
Approved: _____
Denied: _____



FIRST BAPTIST
Fair Oaks ▶ PEOPLE MATTER



Activity Request Form for Non-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 approved 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 in charge of clean-up, set-up, and tear down)

Phone # _____ **Email** _____

PLEASE MARK THOSE ITEMS THAT APPLY TO THIS ACTIVITY

Personal Kitchen Use:

Access/ Refrigeration Only Yes _____ No _____

Set-Up and Tear-down done by Church Staff:

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 with add'l fee)
(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 _____

Set-up/Tear-down Support _____

Audio Support _____

Visual Support _____

Lighting 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 _____,
heirin 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 heirin 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 _____