

For personal, non-ministry use of the building there may be charges. Check with the church office to determine fees.

# ACTIVITY EVENT FORM

**NOTE: THIS FORM MUST BE COMPLETED WITHIN 3 BUSINESS DAYS FROM THE DAY YOU CALL THE CHURCH TO SCHEDULE YOUR EVENT. IF THE FORM IS NOT COMPLETED, IT WILL BE RETURNED TO YOU PRIOR TO APPROVAL.**

EVENT NAME: \_\_\_\_\_

DATE(S) & Day(s) OF ACTIVITY: \_\_\_\_\_ SET UP TIME: \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_

LOCATION OF EVENT (circle ALL rooms/areas to be used):

OFF SITE, Family Life Center, FLC Kitchen, Main Kitchen, Fellowship Hall, Foyer, Sanctuary  
Down Ramp: Rm. 1, 2, 3, 4, 5, /// Up Ramp: Nursery, Library, Backyard ///  
Balcony: 7, 8, 9, 10 ///

Does this event have financial approval? \_\_\_\_\_ # OF PEOPLE INVOLVED: \_\_\_\_\_

Will you need registration space in foyer? \_\_\_\_\_ Dates \_\_\_\_\_

Contact Person \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**CHILDCARE is YOUR responsibility and must be provided by an approved childcare worker.**

## PLANNING AND SCHEDULING EVENTS

Priorities in scheduling events are determined by these basic factors:

- 1) The size of the event. Church-wide activities will normally take precedence over smaller group events.
- 2) The earliest event scheduled on the church calendar. It is to your advantage to reserve your date far in advance by this form.
- 3) The potential of scheduling conflicts. There will be unavoidable conflicts. Sometimes it will be necessary for one group to defer to another. The church staff reviews all forms weekly, they will contact you to help resolve potential scheduling conflicts.
- 4) Events sponsored by groups outside of MBC will not be considered earlier than 6 months prior to date requested.

*Review and approval of forms by church staff normally takes one week. Plan ahead! It is helpful to call the church office to ascertain "open dates" on the church calendar. However, remember these dates are not "approvals" and may close before your form is processed. Do not promote or publicize an activity before it is approved for the church calendar. You will be contacted if there is a conflict and your preferred date is not approved.*

**Copies of Approved forms will be mailed to you.**



I have read and understand the previous information on "Planning and Scheduling." YES \_\_\_\_\_ Initial \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Big Toys: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Sound Tech: \_\_\_\_\_

Date Changed: \_\_\_\_\_

Bulletin Dates: \_\_\_\_\_

Payment Received: \_\_\_\_\_

PowerPoint Dates: \_\_\_\_\_

Custodian: \_\_\_\_\_

Registration Table in the Foyer Dates needed: \_\_\_\_\_

**There is more information to fill out on the back of this form.**

**PUBLICITY: Bulletin/PowerPoint**

**Due Date: Wednesday prior to publicizing.**

To be announced in: BULLETIN? \_\_\_\_\_ PRESERVICE POWERPOINT? \_\_\_\_\_ Dates for announcement: \_\_\_\_\_

AD SPACE *If you want your announcement in the Bulletin, you MUST email the information to [mbc@stny.rr.com](mailto:mbc@stny.rr.com) for the bulletin, otherwise we can't publicize your event.* (Write your announcement as you would like it to appear in the Bulletin. Subject to editing!)

Is there a cost for this event? NO  YES  How much? \_\_\_\_\_ Will you be soliciting donations for this event? \_\_\_\_\_

Who is sponsoring (or ultimately responsible for) this event? \_\_\_\_\_



**I understand if I have left this area blank or turned it in after the due date, my event will not be publicized.**

YES \_\_\_\_\_ Initial \_\_\_\_\_

**NOTE:** This is the document that we use to set up for your CHURCH activity. If it is not complete when you turn it in for approval, it will be up to you to get the necessary information on the form at least ONE WEEK prior to the event.

OUTSIDE ACTIVITIES ARE RESPONSIBLE FOR YOUR OWN SETUP. These items are on a first-come first-serve basis due to limited supply.

**SET-UP DIAGRAM**

- \_\_\_\_\_ Round Tables  
(Specify 6 or 8 ft)
- \_\_\_\_\_ Long Tables  
(Specify 4 or 6 ft.)
- \_\_\_\_\_ Chairs (Number \_\_\_\_\_)
- \_\_\_\_\_ Heat/air conditioning
- \_\_\_\_\_ Lighting
- \_\_\_\_\_ Sound system
- \_\_\_\_\_ TV/VCR
- \_\_\_\_\_ TV/DVD
- \_\_\_\_\_ Large screen projector  
(Auditorium only)
- \_\_\_\_\_ Overhead projector
- \_\_\_\_\_ Screens
- \_\_\_\_\_ Big Toys Set up



If set-up by maintenance staff for a CHURCH EVENT is required in advance, please submit a diagram of set-up needed.



**I understand that if I have left the above section blank or turned it in after the due date, then my room will not be set up. Also, if a diagram is not submitted, I run the risk of having to set up the room myself. Yes \_\_\_\_\_ Initial \_\_\_\_\_**

**CLEANUP AND SECURITY**

**PERSON RESPONSIBLE** \_\_\_\_\_ **Phone#** \_\_\_\_\_

**Cleanup:** You are responsible for leaving the area as you found it.

**Security:** You are responsible to see that the building is secure during your usage (monitor all unlocked outside doors). Upon leaving, see that all lights, etc., are off and all outside doors and windows are locked. If you do not already have a key, please check with the office to see how you will get into the building and the room you will be using.



**I understand and accept my responsibility for cleanup and security. Yes \_\_\_\_\_ Initial \_\_\_\_\_**



**I agree that if any damage is done to any equipment in the FLC or main building during my event, I will replace such item. Yes \_\_\_\_\_ Initial \_\_\_\_\_**

**Use church resources**

For example, if you plan a class banquet at the church, call the church office (739-7168) to find out who you need to contact. For instance: the custodian will need to know about cleanup and needed facilities. If you need sound equipment, contact our sound coordinator for help. Use our church resources and people first.

**NOTE: NO red or orange drinks are to be served in the building, as they are nearly impossible to remove from the carpet.**