

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 COMPLETE, 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 **Up Ramp:** Nursery Library Backyard **Balcony:** front room back left back right

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: _____

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.

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

FOR OFFICE USE ONLY

Date Received: _____

Date Approved: _____

Date Changed: _____

Custodian: _____

Registration Table in the Foyer Dates needed: _____

Sound Tech: _____

Bulletin Dates: _____

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

PUBLICITY: Due Date: Wednesday prior to publicizing. To be announced in slideshow: _____

Dates for announcement: _____

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 _____

These items are on a first-come first-serve basis due to limited supply.

_____ Round Tables

_____ Long Tables

_____ Chairs (Number _____)

_____ Sound system

_____ TV/DVD

_____ Large screen projector

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.