

# CHURCH ACTIVITY REQUEST

## EVENT INFORMATION

Date of Event: \_\_\_\_\_ Name of Event: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Sponsored by: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

## FACILITIES REQUEST

- Van       Sanctuary       Youth Room       Conference Room  
 Mini Bus       Fellowship Hall       Media/AV       Gym  
 Bus       Kitchen       Class Room(s) (Please specify) \_\_\_\_\_

Other (Please specify) \_\_\_\_\_

## ADVERTISING

- Website     Bulletin     Poster     Banners     Other \_\_\_\_\_

(How and when event is advertised is at the discretion of the church staff.)

Useful information for advertising: \_\_\_\_\_

## SIGNATURE

Name of person responsible for setup, cleaning up and damages: \_\_\_\_\_

Signature \_\_\_\_\_

*Please Note:*

*Events will not be placed on the church calendar without an Activity Request Form. Facilities and vehicles are available only when not already in use or reserved by a ministry of FBC, and the activity does not conflict with any other regularly scheduled activity or special church sponsored activity or event. Activities are assigned on a first come first served basis. The church staff has the right to cancel any activity or event if it conflicts with the church's schedule of activities/events or does not rightfully promote the mission and purpose of FBC, Monticello, Arkansas.*

## FBC MONTICELLO OFFICE USE ONLY

Key Given to \_\_\_\_\_ Date Given \_\_\_\_\_ Date Returned \_\_\_\_\_

Received By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ By: \_\_\_\_\_

Date to Start Advertising : \_\_\_\_\_ Bulletin Dates \_\_\_\_\_