



# Reservation Form—Publicity Request

- This form must be completed and turned in to the FCCM Office *at least* **two weeks** prior to the date you want to:
  - Reserve** a room for an event.
  - Publicize** an event (bulletin, announcement loop, bulletin board, promotional video or set up a table in the Lobby)
- **Promotional videotapes** played in Worship Services must be less than 3 minutes in length.
- Publicity will remain in the Bulletin and/or Announcement Loop for a *maximum of two weeks*.
- Publicity must be for church-related functions or Christian functions that would be of interest to a large portion of the congregation (i.e. concerts, dramatic performances, conventions, classes, etc.).
- Due to space and time limitations, some editing may occur and the dates publicized may change.
- **All publicity requests for church events MUST have prior approval by the event’s Ministry Leader or a Minister.**
- **You will receive a Reservation Confirmation.**
  - If you do not receive a confirmation within two weeks, please call the church office at 996-7388.

... Please fill out this section completely for Reservations and/or Publicity Requests...

Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
(use other side of form to reserve rooms)

Event Date(s): \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Set-up Time: \_\_\_\_\_ hours before event Clean-up Time: \_\_\_\_\_ hours after event \_\_\_\_\_

Event Leader: \_\_\_\_\_ Phone #'s: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address for information: \_\_\_\_\_

Please contact our Food Services Department at 996-7388 if catering services are needed. Any outside catering must be approved by the business manager.

Business Manager Approval: \_\_\_\_\_, Date: \_\_\_\_\_

Please contact Drew Grounds at 996-7388 if sound/video technicians are needed.

**Requested By: (please sign & date)** \_\_\_\_\_ **Date:** \_\_\_\_\_

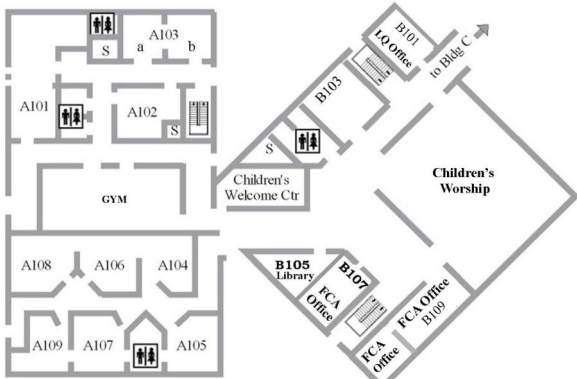
**Transportation:** Yes \_\_\_ No \_\_\_ Departure Time: - \_\_\_\_\_ Return Time: \_\_\_\_\_

Depart/Return from: \_\_\_\_\_ Driver Name: \_\_\_\_\_

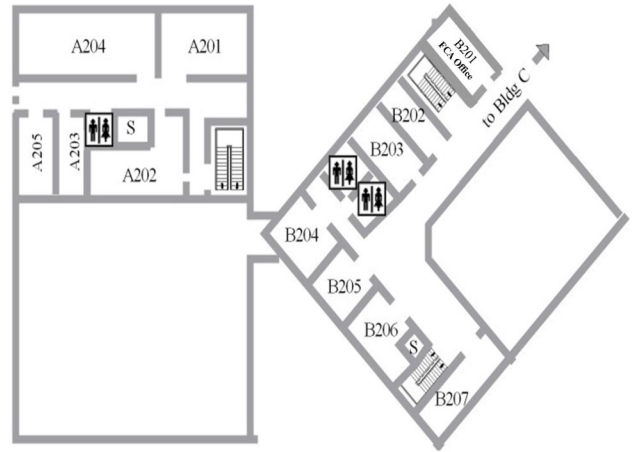
The purpose of the reservations ministry is to coordinate the scheduled and sometimes last minute events of the church, church members and community. The reservations coordinator has the opportunity to share the church and open the doors. It is the responsibility of the leader of the event to ensure that the room is left in good condition – cleaned, swept or vacuumed and with the garbage carried out to the dumpster.

...Fill out this section to publicize your event...

Begin publicity on: \_\_\_\_\_ (will run for 2-week maximum) \_\_\_ Bulletin \_\_\_ Video Loop \_\_\_ Web



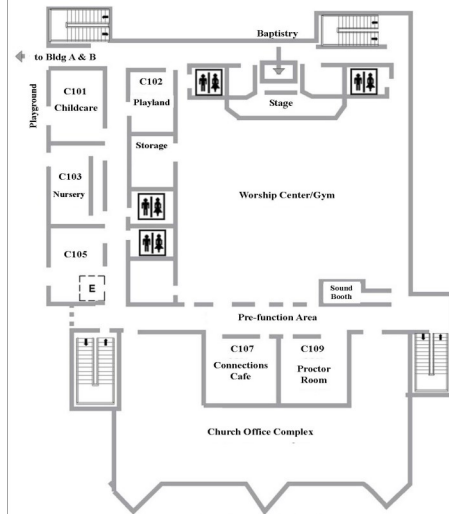
Building A & B - Main Level



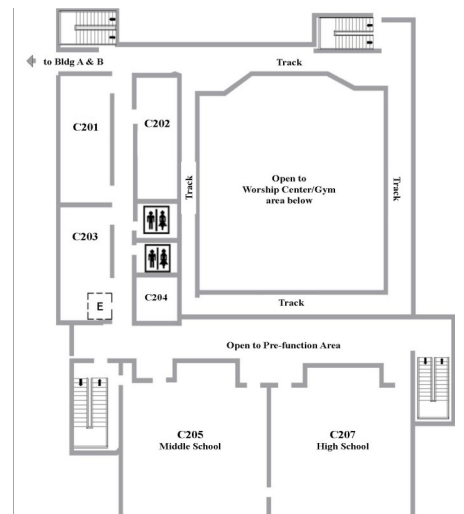
Building A & B - Second Level



Building C - Lower Level



Building C - Main Level



Building C - Second Level

**Vehicles available are as follows:**

- #1 - White w/ Blue (25 passenger)
- #2 - Big Blue Bus (ATS Ministry Only)
- #3 - Big Yellow Bus (50 passenger)

- #4 - 1/2 White (14 passenger)
- #5 - White 1/2 Bus/Old Red (21 passenger)
- #6 - 1/2 White Handicap Bus (15 passenger)

**Trailer**

**Fellowship rooms in Building C are set up as follows:**

Main Fellowship Hall...150 people      C013...80 people      C109 (Cook Room)...50 people  
 Connections Café.....50 people

**Rental fees:**

Rental fees may apply to this reservation. Fees must be submitted with Reservation Request to the church office. Please contact *Reservations* at First Christian Church Ministries (996-7388) to discuss the fee schedule.

Fee: \$ \_\_\_\_\_ Paid by: Cash \$ \_\_\_\_\_ or Check # \_\_\_\_\_ Check Amount \$ \_\_\_\_\_

Rental Fee Notes: \_\_\_\_\_

Ministry Leader's Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Required for church events)

Reservation Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Refund Policy:**

If event is cancelled more than 15 days prior to the date of the event, rental fees will be returned less ten percent (10%).  
 If event is cancelled less than 14 days prior to the date of the event, rental fees are non-refundable.

**For office use only:**

Date Received: \_\_\_\_\_ Ministry Scheduler: \_\_\_\_\_ Publicity copied: \_\_\_\_\_ Church Member \_\_\_\_\_ Confirmed: \_\_\_\_\_