

Office Use Only

Pastor's Approval _____
Calendared _____

El Camino Baptist Church

ACTIVITY PLANNING SHEET/ FACILITY USE REQUEST FORM

Event Date

_____/_____/_____/_____ / _____
Month Day Year Day of Week

Time of Event: _____ Date & Time for Set Up _____

Requested by: _____ () _____

Facility use (outside groups only): Is your activity directly related to a non-profit group 501(c) 3?

Describe all activities to take place:

Number of people expected? _____

FOOD SERVICE

Custodian and Hostess required for these facilities.

*Fellowship Hall__ *Kitchen__

Potluck On site cooking Catered

Special Requests, supplies and equipment needs by permission only. Please provide your own paper products, table settings and utensils.

Office Use Only:

*Hostess secured _____

*Custodian secured _____

***Worship Center** __ ***Chapel** __

Special requests for set up and equipment needs.

Office Use Only: Audio technician required for these facilities.

Technician secured _____

Care for ages 0-5 yrs? Total Children _____ Age range _____

Preschool child care may be available at a fee (set by the church). Care-giving adults are pre-screened and fingerprinted.

BUILDING USE

*electronic thermostat

Suite A Suite B Suite C *Suite D *Suite E Class Room 135 Class Room 300 Youth Suite 200
Children Suite 131-132-134 Conference Room 600 Senior Center A-B-C Entire Campus __

Promotion Support: Internet _____ Bulletins _____ Other _____

*My signature certifies I am responsible for condition and damage to church property. _____

Deposit/Fees for Non- Members

Contact the church office to obtain a fee schedule. Fees are subject to change.

*Make check payable to El Camino Baptist Church. Contact the

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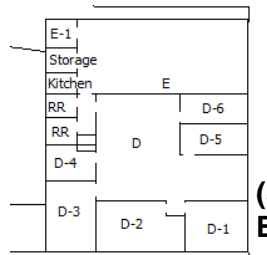
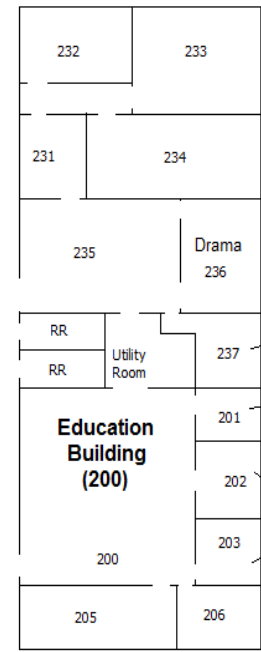
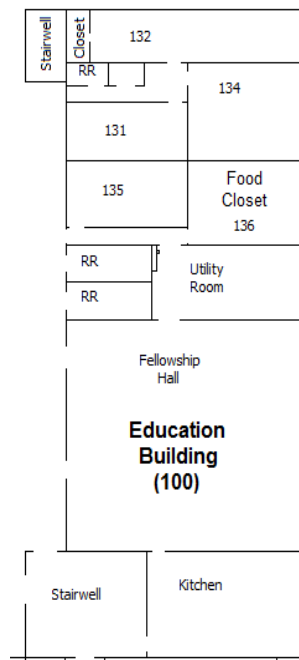
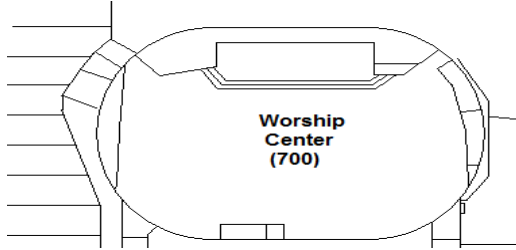
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Please submit this form to the church office at least 14 days prior to activity.

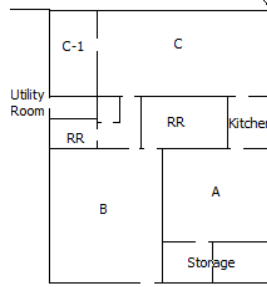
All those who use this facility are responsible for ensuring all church property is left in the same condition as it was found. Failure to comply may result in fees being charged.

El Camino Baptist Church is a DRUG FREE, ALCOHOL FREE and TOBACCO FREE CAMPUS.

El Camino Baptist Church 2805 El Camino Ave.



(500) Building



Senior Center (400)

