

Office Use:
Contacted: _____
Calendar: _____

Office Use:
Approved: _____
Not Approved: _____

Church Use Activity Request Form

Requests due at least 4 weeks before date of activity.

If activity is cancelled or date changed please contact the church office as soon as possible.

Date of Request: _____

Request from: (Class/Group) _____
(There is a charge for use of facilities for Non-church functions. Please call the church office to get the cost)

Date of Activity: _____ Start Time: _____ End Time: _____

Date for Set-up: _____ Start Time: _____ End Time: _____

(For ongoing ministries) Date Activity Ends: _____

Location of Activity:

1st Choice: _____ 2nd Choice: _____

Description of Activity (Please give specific information) _____

Contact Person(s): _____
(You are the person(s) in charge of clean-up, set-up, and take down)

Phone # _____ Work/Cell # _____

PLEASE MARK THOSE ITEMS THAT APPLY TO THIS ACTIVITY

Facilities Support:

Keys to Facilities Needed: Yes _____ No _____
(Check out keys in the church office a couple of days before your activity and return the next work day)

Kitchen Access: Yes _____ No _____

Set Up and Take Down of Table and Chairs Done by Church Staff: Yes _____ No _____

(There is a charge for the Set Up/Take Down) Note: If you do Set Up/Take Down yourself, you are responsible for returning borrowed tables, chairs, etc. to the appropriate place.

How many Tables?: Round: _____ Square: _____

How many Chairs per table?: _____ (max 8)

Equipment Schedule: (There is a \$50.00 per hour charge for each of the Audio, Visual and Lighting equipment use in order to have a trained person on hand for any activity)

Audio _____ Visual _____ Lighting _____

Permission Slips: Yes _____ No _____ (These are needed for minors when going off campus)

Childcare Support: (This is approved by the Pastoral Staff and then Childcare Coordinator will be contacted.)

Childcare Needed: Yes _____ No _____

Children Expected: (Note how many by age category.)

Babies (Ages: Birth - 2) _____ Children (ages: 3-12) _____

Financial Support:

Approved Voucher Attached for: \$ _____ Account # _____

Voucher for Designated Funds: \$ _____ Account # _____

Promotional Support:

Website _____

Lobby Announcement Screens _____

Signature _____

Date _____

For office use only:

Contact Kitchen Crew: _____

Contact Person for Sound/Multimedia: _____

Contact Childcare Person: _____

Contact Custodian: _____

Contact Landscaper (if needed): _____

Permission Slips made and delivered: _____

Contact Set Up/Take Down Person _____



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