

First Baptist Church of Bradenton - Event Request Form

ALL REQUESTS ARE SUBJECT TO APPROVAL. YOU WILL BE NOTIFIED IF REJECTED.

WHEN

Date of Event: _____ Day of Week: _____

Recurring: Yes No How often: _____

Start Time: _____ End Time: _____

Start Time for Set Up/Decorating: _____

Note: If staff is unavailable you will be required to set up tables and chairs, and, reset the room.

WHO

Name of Group/Organization: _____ (Dept., Class, etc.)

Contact Person: _____ Contact Phone: _____

Note: Any person/group that submits an Event Request Form accepts full responsibility for contacting our Maintenance Supervisor in the church office to arrange for access to the buildings or bus after business hours – AND – for leaving the facilities clean and locking all doors prior to departure.

WHAT

Type of Event: _____
(Banquet, Trip, Fellowship, Bible Study, etc.)

Number of People Expected: _____

Is staff or equipment needed?

Will there be food? Yes No (If yes, complete **Section A** on the back of this form.)

Security? Yes No (You will be charged \$25 an hour for this service.)

Audio Visual Equipment? Yes No (If yes, complete **Section B** on the back of this form.)

Child Care for **Preschool** Age Children? Yes No # of children expected: _____

(Note: You will be charged a minimum of \$20 an hour (2 workers required) for this service; \$10 an hour for each additional worker depending on # of children. A minimum 7-day notice is required to allow time to secure workers.) Please note that Child Care providers are subject to approval by Church Administration.

WHERE

First Choice

Second Choice

Building Requested: _____

Room Requested: _____

Off Campus? Yes No If yes, location of event _____

Is the Bus Needed? Yes No If yes, Licensed CDL Driver(s): _____

NOTE: Driver's must be secured before scheduling events on the church calendar.

Driver's must also be approved and registered with the church office for insurance purposes.

OFFICE USE ONLY!

Approved by: _____ Date Approved: _____

CC: Admin Maintenance Education Pastor's Office Music Youth Children

Section A: Food Related Supplies and/or Equipment

For safety reasons access to the Kitchen is very limited.

*Coffee, sugar, cream, paper goods, etc. are NOT provided.
Any Group/Organization hosting an event is responsible for
providing its own food items and paper goods.*

Cooking & Food Preparation

Who will prepare your food & be responsible for clean up?

_____ Name

_____ Phone

Kitchen Equipment Needs

- Serving utensils (tongs, serving spoons, etc?)
- Other _____

Section B: Audio Visual/Equipment/Set Up Request

A/V Equipment Needs

- Microphone(s) How many: _____
- Television _____ VCR _____
- DVD Player _____ CD Player _____
- Other _____

Who will be operating the equipment for your meeting?

(Some equipment requires training before permission is granted.)

_____ Name

_____ Phone

Section C: Room Set Up

(Please check off items and specify the quantity needed)

- 8' Rectangular Tables _____ Chairs _____
- Round Tables _____ Podium _____
- Other _____

Please use the space below to illustrate or describe your room set up request, or, to advise us of any details/needs not previously listed on this form.