

**EBENEZER BAPTIST CHURCH  
ACTIVITY REQUEST FORM**

Please turn in this form at least 90 days before your activity / event, to ensure that there is sufficient time to properly plan, advertise and/or purchase the necessary supplies for your activity.

TODAY'S DATE \_\_\_\_\_

NAME OF THIS ACTIVITY / EVENT \_\_\_\_\_

DATE AND TIME OF ACTIVITY / EVENT \_\_\_\_\_

SPONSORING MINISTRY \_\_\_\_\_ **NUMBER OF PARTICIPANTS** \_\_\_\_\_

CONTACT PERSON(S) \_\_\_\_\_ DAYTIME PHONE NUMBER(S) \_\_\_\_\_

GUEST SPEAKER / GROUP(S) \_\_\_\_\_

**REQUESTED ROOMS/VEHICLE (Please check all that apply)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Sanctuary                 | <input type="checkbox"/> Nursery (Limited use)-206  | <input type="checkbox"/> Sunday School/Multi-Purpose Room-304 |
| <input type="checkbox"/> Gym Area                  | <input type="checkbox"/> Toddler Room-207           | <input type="checkbox"/> Associate Ministers Room-306         |
| <input type="checkbox"/> Kitchen (Heating/Cooking) | <input type="checkbox"/> Executive Conf. Lounge-213 | <input type="checkbox"/> Academy/Multi-Purpose Room-312       |
| <input type="checkbox"/> Teen Room-108             | <input type="checkbox"/> Executive Conf. Room-214   | <input type="checkbox"/> Academy/ Multi-Purpose Room-313      |
| <input type="checkbox"/> Multi-Purpose Room-117    | <input type="checkbox"/> Media Support Room-212     | <input type="checkbox"/> Van (# of passengers) _____          |

**KITCHEN SUPPLIES NEEDED (Please indicate quantity of each checked)**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Knives _____        | <input type="checkbox"/> Forks _____       | <input type="checkbox"/> Spoons _____            | <input type="checkbox"/> Napkins _____        |
| <input type="checkbox"/> Dinner Plates _____ | <input type="checkbox"/> Bowls _____       | <input type="checkbox"/> Glasses _____           | <input type="checkbox"/> Cold Cups _____      |
| <input type="checkbox"/> Table Cloths _____  | <input type="checkbox"/> Coffee Cups _____ | <input type="checkbox"/> China _____             | <input type="checkbox"/> Dessert Plates _____ |
| <input type="checkbox"/> Coffee Pot _____    | <input type="checkbox"/> Utensils _____    | <input type="checkbox"/> Refrigeration Use _____ | <input type="checkbox"/> Freezer Use _____    |

Specialty items needed \_\_\_\_\_

**ASSISTANCE NEEDED (If Correspondence is not attached your event will not be advertised)**

- Advertise in Church Bulletin (**ATTACH DRAFT COPY OF ANNOUNCEMENT**)
  - Advertise to other Churches (**ATTACH LETTER / FLYERS FOR PASTOR'S APPROVAL**)
  - Advertise in the Media (**ATTACH DRAFT COPY OF ANNOUNCEMENT**)
  - Copy programs or flyers – (black & white only) # of copies \_\_\_\_\_ (**ATTACH COPY OF PROGRAM / FLYER**)
- Please list Ministry contact information on flyer, not Church Administration**
- Financial Voucher
  - Floor Plan (**must be attached**)

Remarks / Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature required for acknowledgement of the following: \_\_\_\_\_

- In the event of conflict with other events your event may be rescheduled.
- Your Ministry is responsible for cleaning the room(s) used and returned to proper setup.
- All equipment and supplies must be returned to proper storage areas as you found them.
- Permission must be granted from the Facility Manager and Admin Staff for putting up banners and poster (Inside & Outside)
- All supporting materials must be removed to include: banners, posters and all taped items.

**Revised 5/2017**