

Church Activity Request Form

For reserving church events & facilities on the church calendar

1/1/2020

EVENT INFORMATION

Today's Date: _____

Event Coordinator: _____ Organization: _____

Phone #: _____ Email: _____

Name of Event: _____ Purpose: _____

Admission: _____ Event Speaker: _____

Date(s) of Event: _____ Repeated Event? Yes No

If repeated, how? Weekly for _____ (#) of weeks Monthly for _____ (#) of months

Other: _____

Event start time: _____ AM/PM Event end time: _____ AM/PM

Reserve time for facilities: From _____ Day _____ Time _____ AM/PM To _____ Day _____ Time _____ AM/PM

Reservation times for the facilities should include all the time needed for set-up and take down such as the day before or after the event.

Approximate # of people attending: _____ Location, if not at CRBC: _____

Food to be served? Yes No Caterer? Yes No

Person Responsible for food: _____

Outside caterers will need to provide a copy of their Certificate of Liability to the office before the event.

Fees

Church Facility
_____ \$25 Member Fee

Cabin/Pond
_____ \$25 Member Fee

_____ \$50 Non Member Fee

_____ \$50 Non Member Fee

FACILITIES & EQUIPMENT TO BE USED (Check all that apply)

Facilities

_____ Kitchen/Dining Hall

_____ Conference Room

_____ Sanctuary

_____ Classroom (s)

_____ Cabin/Pond

_____ Other

EQUIPMENT

_____ Portable Sound System

_____ Microphone - How Many _____

_____ Wired _____ Wireless _____ Lapel

_____ Portable Projector/Screen

_____ Sanctuary Sound System

_____ Sanctuary Projector

_____ Podium

_____ Other: _____

Vehicles

_____ 15 Passenger Van

_____ 26 Passenger Bus

Name of CDL Driver: _____

Check all that apply and indicate quantity needed (All tables and chairs are to be used indoors only)

_____ Rectangular Tables

_____ Chairs

_____ Round Tables

_____ Paper Products