

# Event/Activity Request Form



**COUNTRY OAKS**  
baptist church

To request the use of the church facilities, please completely fill out the information below and submit it to the church office. If the date is available and approved by the Church Administrator, the facilities will be reserved for you. It is possible that more than one event will be scheduled on the same date if the facility space allows it and the events do not conflict with each other. Response to a request could take up to 2 weeks if Elders must be consulted.

**Your Name:** \_\_\_\_\_ **Best Phone #** \_\_\_\_\_

**Ministry:** \_\_\_\_\_ **Email Address: (Required)** \_\_\_\_\_

**Alternate Contact/Phone:** \_\_\_\_\_

**Name of the Event:** \_\_\_\_\_ **Event Date(s):** \_\_\_\_\_

**This is a Reoccurring Event:** Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

Date/Time Set-up Begins: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

**Please publicize the event:**  Yes  No

In the church bulletin  On social media

Contact information for event coordinator (to be published with promotions): \_\_\_\_\_

Description of event: \_\_\_\_\_

**Areas to be used** (check all that apply):  Worship Center  Chapel  The Grove  Kitchen  
 Nursery  Prayer Room  Discipleship Place  Classrooms (list any/all) \_\_\_\_\_

**Equipment Request** (subject to availability):  Chairs  Tables  Podium  Microphones  
 Coffee pots/supplies  Cooking utensils/kitchenware  TV/VCR  
 Other: \_\_\_\_\_

**\*Sound System required for the Worship Center?**  Yes  No -  Lights  Sound  
 Computer/Slideshow

Will the stage need to be cleared?  Yes  No

**\*Sound System required for the Chapel?**  Yes  No -  Microphones  Projector

**\*Sound System required for the Grove?**  Yes  No -  Microphones  Projector

**\*Note:** You may not operate the sound system on your own, only authorized COBC sound personnel may be used to operate any/all Technical/Sound Equipment.

**The Country Oaks Baptist Church has allowed us to use their facility and we agree to the following:**

- We will make arrangements to open the facility or check out a key in advance. Upon departure we agree to secure all doors, windows, turn off all lights (both indoors and parking lot), turn off all equipment, etc. We will return any check-out keys promptly. We will provide the church staff with a bag of M&M's to show we have read this contract.
- We will supply adequate adult supervision for all children and students (see COBC Child Care Policy), inside and outside the building. We understand students and/or children may never be left unsupervised.
- We will clean up after ourselves, empty trash, and remove all items that we brought with us. If in doubt, we will leave the facilities in better condition than we found them. We will replace/repair any broken or misplaced items and agree to reimburse the church if necessary. (Note: any movement of furniture/equipment requires Building Supervisor Approval)
- We agree to adhere to all the policies and procedures as lined out in the *Building Policy and Procedures Manual* and agree to adhere to the fund-raising guidelines (if applicable) established by the COBC Elder Board.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Church Administrator Approved : \_\_\_\_\_ Date: \_\_\_\_\_

Building Supervisor Signature: \_\_\_\_\_

Application Denied:  Requestor Contacted:  Technical Ministries Notified: