

Event/Activity Request Form

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: _____

Description of event: _____

Please publicize the event: ☐ Yes ☐ No

☐ In the church bulletin ☐ On social media

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

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.
- **NOTE FOR WEDDINGS BEING HELD AT COBC:** A \$250.00 security deposit (to be returned upon approval after ceremony) will be collected when you turn in your event/activity request form. If your wedding plans are approved, all other monies are due and payable upon notification of approval. Please leave a forwarding address as to where to send any returned deposit fees.

Requestor Signature: _____ Date: _____

Church Administrator Approved : _____ Date: _____

Building Supervisor Signature: _____

Application Denied: ☐ Requestor Contacted: ☐ Technical Ministries Notified: ☐