

# HILLCREST BAPTIST CHURCH ACTIVITIES REQUEST FORM

This form is to be completed by the person that is in charge of any special activity that is planned for your department, class or group. Please indicate all information that is applicable. Once this request has been approved, the appropriate person will be notified. Please give one month's notice if possible.

TODAY'S DATE \_\_\_\_\_ PERSON IN CHARGE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE # OF PERSON IN CHARGE \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ DEPT./CLASS OR GROUP \_\_\_\_\_

TYPE OF ACTIVITY \_\_\_\_\_

**If your event date/time changes for any reason, please contact the church office.**

## BUILDING/SPACE NEEDS

- SPACE NEEDED \_\_\_\_\_  
(MPC, Parlor, Kitchen, specific rooms)
- TIME BUILDING NEEDED (*including set up and clean up*) Start \_\_\_\_\_ Finish \_\_\_\_\_
- ACTUAL TIME OF ACTIVITY (*if different*) Start \_\_\_\_\_ Finish \_\_\_\_\_

I NEED \_\_\_\_\_ TABLES SET UP TO SEAT \_\_\_\_\_ PEOPLE.

- Draw a diagram of how you want them set up if there is a preference.
- Kitchen area and other areas of use are to be left in the same condition found.
- If meeting/activity is scheduled on Saturday/Sunday, you will need to set up your own tables.
- Custodial assistance is available from 8:30am-3:30pm, Monday-Friday. If you require custodial assistance outside of these hours, please contact the church office.

## KEYS

Arrangements must be made to check out and return keys to the church office personally.

## TRANSPORTATION NEEDS

I will need \_\_\_\_\_ Van \_\_\_\_\_ Mini-Bus \_\_\_\_\_ Bus reserved for this activity.

Driver/s will be \_\_\_\_\_ ; \_\_\_\_\_

(Continued on back of page)

