

Trinity Baptist Church

Activity Request Form

Date of Event: _____ Today's Date _____

Event: _____

Additional Description: _____

Event Starting Time: _____ Event Ending Time: _____

Person Making Request: _____ Phone: _____

Building Use Request:

Requested Room (s) _____

*(*If requested the GYM, PAVILION, or REC FIELDS, please complete additional agreement form for using these areas.)*

What time will setup need to begin in requested areas: _____

By what time will area be cleaned-up and all participants leaving the building: _____

You are responsible for contacting Bob Boswell (759-5955) to make arrangements for entering and locking the facilities. If you need tables set-up, please draw a diagram at the bottom of this form.

You are responsible for contacting Tommy Simons (759-5955) if you plan to serve food, beverages, or need supplies or use of the church kitchen.

You are responsible for contacting Don Downs (372-6053) to make arrangements for sound and lighting, if needed.

You are responsible for contacting Jenny Riley (759-5955) for childcare needs, or if you need to use any of the preschool rooms.

The custodian staff leaves at 4:00 pm. The office staff leaves at 4:30 pm. Please make all arrangements to obtain access to the building prior to these times.

Use the area below for table set-up diagram if needed.

See Publicity Section on the back of this form.

All requests must be approved by the staff. Requests will be presented during regularly scheduled staff meetings. You will be contacted as soon as your request has been approved.

Event approved by staff Yes No Date _____

Publicity Request:

- Include in calendar listings, no additional publicity needed.
- Private Event, no publicity needed.

- Sunday Bulletin (published weekly – Sunday Worship)
Beginning Date _____ Ending Date _____
- Trinity Trumpet (published weekly – Wednesday evenings)
Beginning Date _____ Ending Date _____
- Triquetra (published twice monthly)
Beginning Date _____ Ending Date _____
- Sunday Morning Worship Slides/Office Foyer Slides
Beginning Date _____ Ending Date _____
- Website News Page
Beginning Date _____ Ending Date _____
- Phone Tree
Date to be sent _____
- Posters placed in designated places in the church (flyers/posters must be approved by staff)
Beginning Date _____ Ending Date _____

- Additional information for publications will be sent to the communications ministry assistant via e-mail.
- Additional information for publications is provided below:

Gym Use after Hours and Weekends:

The Gym is used for Sunday School every Sunday. This Sunday School class is set up every Friday before 4:00 pm. If you use the Gym and need the Sunday space, you must RE-DO the area as was. The Gym must be left clean and all bleachers in the up-right position. Please use only the bathrooms between Room 130 and the Lambs Room. Bathrooms are to be left clean. The same conditions are required of all areas of the church property.