



**Church Resource/Reservation Request Form**

This request form must be completed and returned to the church office no less than two (2) weeks prior to the event taking place. Please complete all items.

**General Information:**

1. Date of Activity: \_\_\_\_\_
2. Date Request Received: \_\_\_\_\_
3. Activity: \_\_\_\_\_
4. Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Anticipated Attendance: \_\_\_\_\_
6. Will childcare be needed: \_\_\_\_\_
7. Rooms Desired: \_\_\_\_\_
8. Activity Begins: \_\_\_\_\_ AM/PM
9. Activity Ends: \_\_\_\_\_ AM/PM
10. Day & Time the location will be needed to setup: \_\_\_\_\_ AM/PM
11. Sponsor by (group): \_\_\_\_\_
12. Ministry Supervisor: \_\_\_\_\_
13. For events that require childcare, please complete the following:

How many children are expected: \_\_\_\_\_

Range of ages: \_\_\_\_\_

*Childcare will be provided through 2<sup>nd</sup> grade if gym is available, otherwise 4 years of age.*

**Equipment Needed:**

14. Audio/Visual Needs: ( ) PA System - ( ) Wireless or ( ) Wired microphone  
 ( ) Projector and Screen \_\_\_\_\_  
 ( ) Audio Equipment \_\_\_\_\_  
 ( ) TV or other visual equipment \_\_\_\_\_  
 ( ) Overhead projector \_\_\_\_\_  
 ( ) Other equipment needs \_\_\_\_\_
15. Furniture Needs: ( ) Chairs # \_\_\_\_\_ ( ) Tables # \_\_\_\_\_

16. Transportation Needs: \_\_\_\_\_ Bus \_\_\_\_\_ Dodge Van \_\_\_\_\_ Ford Van \_\_\_\_\_

Driver(s) \_\_\_\_\_

All bus drivers must possess a valid CDL, all drivers must have prior approval from the insurance company and church office to drive a church vehicle.

17. Food Service Needs: Will food be served: ( ) Yes ( ) No

Who will be preparing the food: \_\_\_\_\_

Will the kitchen need to be accessed during this event: ( ) Yes ( ) No

Who will clean the area after the event: \_\_\_\_\_

Layout Information: please indicate how you would like the location setup:

Please indicate a  square table and a  to indicate a rectangular table and  a circle to indicate a round table. Indicate a chair with an X. Also, indicate other items such as TV placement or special needs.

All requests for use of any Wynne Baptist Church facilities or resources must be submitted to the church office prior to scheduling the activity of event. After the church office has verified that the activity or event does not conflict with a previously scheduled activity or event, then the request will be submitted to the Director of Properties for approval. The Senior Pastor reserves the right to deny any activity or event.

Church Office Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Property Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Childcare: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Food Services: \_\_\_\_\_

Date: \_\_\_\_\_

Media Specialist:\_\_\_\_\_

Date:\_\_\_\_\_

Church Hostess:\_\_\_\_\_

Date:\_\_\_\_\_

Activity/Event Check List: (to be completed by staff)       Vehicle(s) Cleaned & Refueled

Restrooms Clean    Trash removed    Lights Turned Off    Doors Locked

Equipment Stored    Tables stored    Chairs Stored    Room re-setup

Childcare over by 8:30 pm       Building vacated by 9:00 pm

Note any damage or broken

items:\_\_\_\_\_

\_\_\_\_\_

Note any items that must be cleaned or

replaced:\_\_\_\_\_

Signature of Activity/Event Coordinator:\_\_\_\_\_

Date:\_\_\_\_\_

### **WBC Resource/Reservation Request Form Guidelines**

The resource request form is designed to utilize the resources of the church in the most efficient manner possible. God has entrusted His people with a variety of resources and with that comes a variety of responsibility. The following guidelines are designed to inform and utilize those resources in the best possible manner.

1. Enter the Date of the activity or when the activity will take place.
2. Enter the date the request is submitted to the church.
3. Describe the activity.
4. Indicate the person who is in-charge of organizing the activity and a phone number where they may be reached.
5. Indicate the number of people attending the activity including children
6. Indicate if childcare is needed.
7. Indicate the location the activity will take place. Please include all areas of the church that need to be reserved for the activity.
8. Indicate the time the activity will begin and end.
9. Indicate the time that the location/room will need to be available to setup and prepare for the activity.
10. Indicate the group responsible for the activity. Please provide a phone number where this individual may be reached at any given time.
11. Indicate the ministry staff person who oversees the group listed in #10.

12. Indicate if childcare is needed, the number of children expected and the age ranges of the children involved.
13. Please indicate if you want the activity promoted in the indicated venues. Please be advised that promotion in certain venues must be submitted in advanced to be included such as the newsletter requires the submission the last week of the month prior to the publication of the newsletter.
14. Indicate all audio/visual needs and additional needs in the blanks provided.
15. Indicate the furniture needs.
16. Indicate if transportation is needed and who will be driving the vehicles. The bus requires a person to hold a valid CDL and be approved by the church insurance company and office. The vans required a valid driver's license and must be approved by the church insurance company and the church office.
17. Indicate if food service is needed and is the group responsible for cleaning the area or if the church is responsible.

Please indicate in the square how you would like the location setup prior to your activity. All requests for church resources must be completed on this form and submitted to the church office 2 weeks prior to the date of the activity. Childcare will only be provided by the church after the Director of Childcare has approved the activity in writing. Activities requested less than two weeks prior to the date may be denied due to a conflict with a concurrent scheduled activity or pre-scheduled maintenance. Please submit your request as soon as possible so the space needed can be reserved for your activity. Your activity will be allowed to take place once all the appropriate departments of the church have reviewed and approved the activity so that coordination of resources can be accomplished.