

# 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, Fellowship Center, 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 Friday/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.
- Please note: No helium balloons are allowed in the Multi-Purpose Center (Gymnasium).

## KEYS

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

## TRANSPORTATION NEEDS

I will need \_\_\_ Van (up to 15) \_\_\_ Mini-Bus (15) \_\_\_ Bus (12) reserved for this activity.

Driver(s) will be \_\_\_\_\_

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## AUDIO VISUAL NEEDS

### EQUIPMENT NEEDED:

- |  |   |
|--|---|
| <input type="checkbox"/> Video Projector                         | <input type="checkbox"/> CD Player            |
| <input type="checkbox"/> Power Point Computer                    | <input type="checkbox"/> Cassette Tape Player |
| <input type="checkbox"/> Computer Projector                      | <input type="checkbox"/> Piano                |
| <input type="checkbox"/> DVD Player                              | <input type="checkbox"/> Electric Keyboard    |
| <input type="checkbox"/> VHS Player                              | <input type="checkbox"/> PA System            |
| <input type="checkbox"/> Operator (if in auditorium)             | <input type="checkbox"/> Screen (6' x 8')     |
| <input type="checkbox"/> Monitor system (if singing with tracks) |   |
| <input type="checkbox"/> Number of mics and stands               |   |
| mics _____   | stands _____                                  |

Special Lighting / Staging needs

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- Audio visual assistance is available from 8:30am-3:30pm, Monday-Thursday. If you require audio visual assistance outside of these hours, please contact the church office.

## KIDCARE NEEDS

TIME NEEDED: FROM \_\_\_\_\_ UNTIL \_\_\_\_\_

NUMBER OF BED BABIES \_\_\_\_\_ PRESCHOOLERS \_\_\_\_\_ SCHOOL AGE CHILDREN \_\_\_\_\_

ADULT SPONSORS NEEDED (See Child Protection Policy, Sec. II) \_\_\_\_\_

- **2 WEEKS NOTICE** is needed for nursery notification (from the next Tuesday Staff meeting).
- There is a 3 hour maximum for nursery.
- Make sure to review a copy of the KidCare Policies.

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### OFFICE USE ONLY:

APPROVED: DATE \_\_\_\_\_ BY \_\_\_\_\_

PERSON NOTIFIED  CALENDARED  NURSERY SUP. NOTIFIED  VAN(S)/BUS RESERVED