

# MINISTRY REQUEST FORM



|                    |
|--------------------|
| NAME               |
| PHONE              |
| MINISTRY           |
| DATE OF SUBMISSION |

FOR OFFICE USE ONLY

## DATES & TIMES

|  |                  |
|--|------------------|
| SINGLE EVENT <input type="checkbox"/> RECURRING <input type="checkbox"/> |                  |
| START DATE   |                  |
| END DATE   |                  |
| START TIME   | PREPARATION TIME |
| END TIME   | CLEAN-UP TIME    |

|                   |
|-------------------|
| EVENT DESCRIPTION |
| NUMBER OF PEOPLE  |
|                   |
|                   |

## ROOMS & RESOURCES

|  |
|--|
| ROOM(S) REQUESTED <input type="checkbox"/>                       |
|  |
| KITCHEN YES <input type="checkbox"/> NO <input type="checkbox"/> |
|  |
| SOUND YES <input type="checkbox"/> NO <input type="checkbox"/>   |
| TRAINED SOUND TECHNICIANS NAME                                   |
|  |

## VEHICLES

|                                    |  |  |
|------------------------------------|--|--|
| CARGO VAN <input type="checkbox"/> | 14 PASSENGER MINI-BUS <input type="checkbox"/> | 37 PASSENGER SCHOOL-BUS <input type="checkbox"/> |
|                                    |  |  |
| DRIVER                             | DRIVER   | DRIVER   |

## REQUIREMENTS

1. CHILDREN UNDER THE AGE OF 18 NEED DIRECT SUPERVISION BY A RESPONSIBLE ADULT AT ALL TIMES WHETHER IN THE BUILDING OR ON CHURCH PROPERTY.
2. ROOMS MUST BE RETURNED TO "DEFAULT SET-UP" DIAGRAM, VACUUMED, TRASH TAKEN TO DUMPSTER AND TABLES CLEANED AND RETURNED TO THE APPROPRIATE PLACE.
3. IN ORDER TO USE ANY THE SOUND EQUIPMENT, A VOLUNTEER MUST BE TRAINED BY THE APPROPRIATE CHURCH OFFICIAL.

**Media Resources**  
 L101, L103 and L105 have screens and projectors  
 L110, L108 and L109 have TV's with DVD players

## SIGNATURES

|                      |  |
|----------------------|--|
|                      |  |
| MINISTRY COORDINATOR | OVERSIGHT PASTOR                       |
| DATE                 | DATE                                   |
|                      |  |
| EVENT COORDINATOR    | PASTOR OF ADMINISTRATION & DEVELOPMENT |
| DATE                 | DATE                                   |