

SRBC Ministry Activity Request Form

BASIC INFORMATION

Today's Date: _____

MINISTRY: _____

Requested by: _____ Contact #: _____

Person in charge: _____ Contact #: _____

Person in charge of opening & locking up building: _____

Estimated # of people attending: _____ Activity Location: On site _____ Off site _____

If on site, which area(s) _____

Date(s) of activity: _____ Begin Time: _____ End Time: _____

Set up time/tear down and date if different from beginning and end time: _____

Specific purpose or nature of event: _____

***All Outside Speakers must be approved by an Elder prior to the event. Complete an Outside Speaker Request Form and attach it to this request.**

YOU ARE RESPONSIBLE FOR CLEANING THE ROOM AND RETURNING TO ITS ORIGINAL SET UP

BUDGET

Is a check/cash required for this event? YES / NO Payable to: _____

Amount: \$_____ (There is a one week waiting period for checks!)

VEHICLES

Will you need a church van for this activity? YES / NO How many? _____ Trailer? _____

Name of Designated Driver(s) 1) _____ Ph# _____
2) _____ Ph# _____

Driver(s) on the SRBC's approved driver's list? 1) YES/ NO 2) YES/ NO

If NO, Attach a copy of designated driver's license and proof of personal auto insurance and a copy of a signed **Van Usage Policy**

YOU ARE RESPONSIBLE FOR CLEANING THE VAN AND FILLING GAS TANK WHEN YOU RETURN.

OFFICE ACTION NEEDED

Church Calendar _____ Bulletin Announcement Requested _____ Announcement Approved _____

Office

Administrator

Elder