

Date circulated _____

Approval Copy To: Ministry Leader Custodian #1 Custodian #2 Custodian #3 Trustee
 Secretary Receptionist Audio Ministry (when needed) Ushers Kitchen Community Ctr

PROGRESSIVE BAPTIST CHURCH
"Raising the Standards of Worship to the Next Level"
Lloyd Joiner Jr., Pastor

ACTIVITY/ EVENT FORM

√ CHECK AS APPLICABLE

OFFICE USE ONLY

Reserve Seating	_____	Date Notified	_____
Bldg./Space Use	_____	Approved	_____
Equipment, Material Use	_____	Late Approval	_____
Program Request	_____	Denied (See Comments)	_____
Property Use (Church Related only)	_____		
Cancelled Meeting	_____		
Unscheduled Meeting	_____		

All requests for use of building and equipment must be submitted to church office prior to using; Custodians will not set up or authorize use of building without written request form from the office. Unscheduled meetings or use of the church buildings: Ministry Leaders must submit in writing Event Request Form within one (1) week of to use building. Emergency meetings will be scheduled within two days with Request Form. Table set up in hall on Sundays must be submitted to office prior to Sundays, if not submitted tables will not be set up.

DATE: _____

REQUESTED BY: _____ PHONE: (H) _____ (C) _____

E-MAIL ADDRESS: _____

MINISTRY NAME: _____ DATE OF ACTIVITY _____

PURPOSE OF REQUEST: _____ TIME OF ACTIVITY: _____

BLDG. SPACE USE DESIRED: _____ BLDG. SPACE ASSIGNED _____

NAME(S) OF PERSON(S) RESPONSIBLE DURING Event1. _____

2. _____ 3. _____

**MINISTRY LEADER SIGNATURE: _____

Attention Ministry Leader please indicate date and time your ministry will return to remove decorations, posters, etc, and store items leftover and anything else that was done in connection with your activity.

	Date	Time	
Name, Address & Phone # of off site	EQUIPMENT/MATERIAL (Qty)		
Event: _____	Table(s) _____	Chair(s) _____	Other _____
_____	TV _____	VCR _____	

SET-UP STYLE

U-Shape, Auditorium style, Banquet style, Other (explain) _____

SIGNATURES OF APPROVAL

_____ Pastor Office Manager _____ Trustee _____

Comments _____