



MINISTRY EVENT REQUEST FORM

Event Name: _____

Date: _____ Starting Time: _____ Ending Time: _____

If recurring, list multiple dates/times: _____

Description / Purpose: _____

Is this a Church-Wide Event? () Yes () NO

Event Leadership

Contact Person: _____ Phone: _____

Class / Ministry Team / Committee Involved: _____

Event Location: _____

Transportation Needed: () Church Van () Carpool () On-Campus Event

Specific Rooms Needed: _____

Specific Room Setup: _____

****Rooms should be returned in the arrangement they were found unless otherwise communicated****

Food/Drinks

() Yes () No

If Culinary Ministry is desired, please Church Administrator with menu and budget information and she will forward your request and documentation to the ministry servant leader (Sister Stout).

Audio/Visual Equipment

() Yes () No If Yes, Please Describe your need: _____

****Any requests for church checks must be submitted no later than two weeks from the event date****

Promotion/Communication

All approved events will be listed on the church calendar (website, bulletin, newsletter)

Please list any additional promotional requests: _____

All Flyers must be approved by the office before any distribution.

Registration required? () Yes () No If Yes, indicate the preferred method below:

() Church Office () Registration Form () Signup Sheet () _____

Additional Information:

Forward to Church Administrator (lavernelilliston@zionambler.org)

Received: ___/___/___ By: _____

Date Approved (Church Administrator: ___/___/___

Added to Calendar: ___/___/___

Forward to Trustees: ___/___/___

Approval via Deacon (if necessary) ___/___/___

Notification to Requestor: ___/___/___

RULES AND AGREEMENTS

ALL EVENTS ARE SUBJECT TO APPROVAL AND CALENDAR AVAILABILITY

I understand that by reserving any area of the church, van, or equipment of Zion Baptist Church, that I will be responsible for those areas and equipment. I will be responsible for acquiring a key from the church office. I will personally be responsible for leaving any areas which I reserve in the order in which I found them before my event. I also understand that it will be my responsibility to enforce church standards concerning dress and conduct during my event and also to restrict those attending my event to the areas of the buildings which I have reserved. I understand that only those persons registered with the church office in advance will be allowed to drive the church van. I further agree that I will be personally responsible for areas that I have reserved and will promptly notify the church of any damages that occur during my event. My signature acknowledges that I understand and agree to all the terms listed above, and that I will work to ensure that our church property is well cared for during my event.

Signed: _____ Date: _____