



First Baptist Church
OF ONEONTA
Finding God in Life & Community

MINISTRY EVENT FORM

Please complete this form to reserve space, place an event on the church calendar, request support for a church related event, and/or request usage of any church property. **Please indicate ALL information that is applicable.** Once this has gone through administration, the appropriate staff member will be notified of your activity and the dates, space, transportation, etc. will be reserved for you. Please return all completed forms to the church office.

Today's Date: _____ Request made by: _____

Event Day/Date: _____ Phone number: _____

If recurring, how often? _____ Email address: _____

Ending Date: _____ Staff member responsible: _____

Person responsible during event: _____

Dates to exclude: _____

Name or description of activity: _____

Ministry Organization: _____ Space needed: _____
(See reverse.)

Reserve space (include set up & clean up) Start time: _____ Finish time: _____

Actual time of activity (if different) Start time: _____ Finish time: _____

Childcare needed? Yes No **CHILDCARE PROVIDED FOR CHURCHWIDE EVENTS ONLY!**

Technical needs? Visual Audio Other: _____

Kitchen needed? Yes No

Equipment Requested:

Item	Number Needed
_____	_____
_____	_____
_____	_____

Transportation needs:

Vehicle(s) requested: A (35 passenger bus) B (14 passenger bus w/ lift-gate)
C (14 passenger mini bus) D (8 passenger Dodge van) (in-town use only)

Name of driver(s): _____

****DRIVERS MUST BE APPROVED AND ON FILE IN CHURCH OFFICE****

Destination _____ Church dept. to be charged _____

Beginning Mileage _____ Ending Mileage _____

Refueling the bus/van is the driver's responsibility. Fuel card issued _____ Returned _____

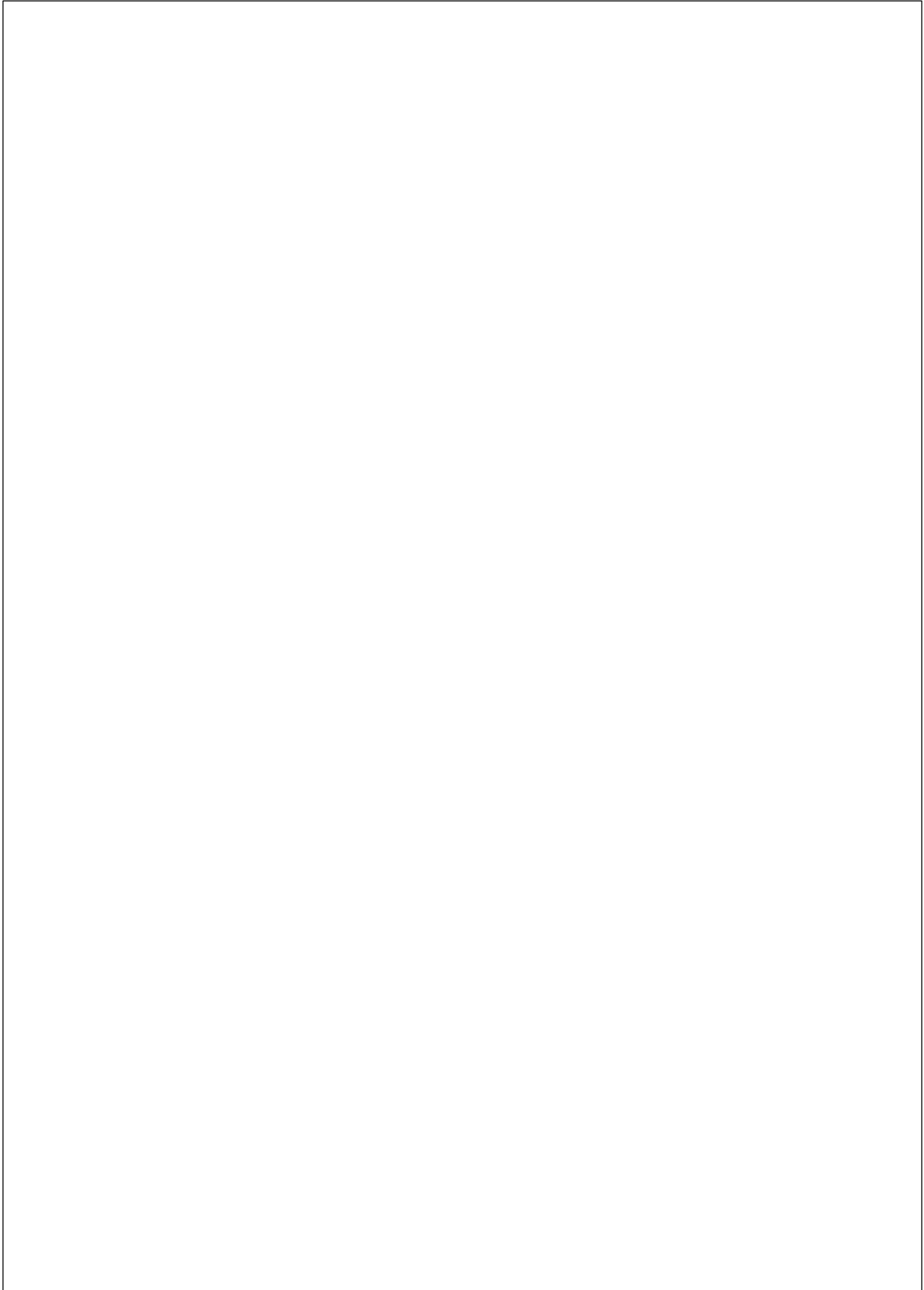
Signature of responsible person Date _____

OFFICE USE ONLY:	
APPROVED: DATE: _____	BY: _____
UNLOCKING/LOCKING PERSON: _____	Key Issued _____ Key Returned _____
<input type="radio"/> Calendared <input type="radio"/> Tech Notified <input type="radio"/> Childcare Coord. Notified <input type="radio"/> Kitchen Coord. Notified <input type="radio"/> Bus/Van Reserved <input type="radio"/> Copy returned to Responsible Staff	

Diagram of Room Set-up:

Number of tables needed: _____ Number of chairs needed: _____

Tablecloths needed? Yes No

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for drawing or taking notes.