

Evangelical Baptist Church

Activity Event Form (AEF)

AEF Deadline: Tuesday, the week before the event

Upon filling out this form, the office and staff will be aware of and can coordinate multiple church events on the same calendar. Please check the church calendar before planning your event at: <http://laconiachurch.com/calendar> or call (603) 524-2277.

Event Name:

Which ministry does this activity fall under?

Purpose:

Ministry within the church

Ministry to bring other into church

Service Project

Other

Other:

Description:

What will be going on during your event? What will your event include?

Date(s) of the Activity:

Event Time:

Set-up Time:

During winter hours, set-up time will need to include someone turning on the heat in the room 2 hours before the event, and later returning the heat to 50 degrees F.

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Number of People Attending or Expected to Attend:

Requester: Team Leader and/or Contact Person

Contact Person's Phone Number

Contact Person's Home Address:

Who will set up?

Please be specific as possible. This includes tables and chairs. The Custodian is not responsible for set-up.

Who will break down and clean up afterwards?

Please be specific as possible. This includes the break down of all tables and chairs and returning them to where they were originally. The Custodian is not responsible for the break down or clean up.

What will you be needing to use for this event?

Tables	Temporarily borrow a key
Chairs	Sound System
Heat	Other: Please specify below.
Air-conditioning	

Does your ministry currently have money in the budget for this event?

Ministries directly under the authority of Evangelical Baptist Church will be charged a building usage fee.

Yes

No

I don't know, but I will find out.

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Which location(s) would you like to use?

If you'd like an announcement in the bulletin or in the epistle, please give this to the office by Tuesday, the week before the event.

Please write the announcement below or email a file to erica@ebclaconia.com. The announcement is subject to edits and is at the staff's discretion when and where it will be posted.

Which dates would you prefer to have your announcement posted in the bulletin or epistle?

Please give specific dates.

Do you have any questions or comments?

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Planning and Scheduling Events

Priorities are determined by 1) membership, 2) the size of the event, 3) the earliest scheduled event, and 4) unexpected scheduling conflicts.

Childcare will not be provided unless otherwise arranged.

The requester is responsible for all damages that may occur during the event.

The requester is responsible for the clean-up and for those who clean-up.

The requester is responsible for the security during and after the event. When leaving, please turn off all lights, heat, air conditioning, and make sure all doors are locks. When leaving, please put furniture back where it were found.

When leaving, please pick up all garbage and items that were not there before and dispose of accordingly.

Please do not promote an event before you have received approval. Any materials including keys taken from the office need to be returned to the office during office hours, and not left anywhere else on the campus. Keys can be borrowed from the office after signing for them. Please do not let others borrow the keys as you are responsible for them and there are safety concerns. Groups are responsible for all drinks and refreshments, including paper plates, napkins, cups, etc. In the winter months, rooms can take up to 2 hours to heat. It is the responsibility of the requester to turn up the heat 2 hours in advance and to turn the heat back down to 50 degrees F.

I have read and understand the above information and my responsibilities.

Signature:

Date: