

# BVC FACILITY REQUEST

Member/Attender  Yes  No

Day of Week: \_\_\_\_\_

Ministry Event  Yes  No

Date(s): \_\_\_\_\_

**Note:** If caller is a member/attender and requesting a room for a ministry event, tell him the room is confirmed. Any other circumstance, request will be reviewed and confirmed later with a call.

Event Time: \_\_\_\_\_

Entry Time: \_\_\_\_\_

Exit Time: \_\_\_\_\_

Assigned Room(s): \_\_\_\_\_

Child Care Room(s): \_\_\_\_\_

(Please tell those reserving child care rooms that they need two workers per room and that they need to talk with Sylvia regarding procedures.)

Requesting Party: \_\_\_\_\_ Phone: \_\_\_\_\_

Activity: \_\_\_\_\_ Number Involved: \_\_\_\_\_

Will money be collected **for** or **at** this event?  No  Yes (If yes, fill out lower back of this form)

Comments:

**EQUIPMENT/SERVICES NEEDED:**

- No equipment/service is needed
- Audio/visual is NOT needed.  TV/VCR IS needed  TV/DVD/Remote IS needed
- Audio/visual IS needed (other than TV/VCR/DVD). I have filled out the "Sound Engineer Request" form (which is on the back). \_\_\_\_\_ (initials)

Number of Tables: \_\_\_\_\_ 6' x 30" rectangular \_\_\_\_\_ 8' x 30" rectangular \_\_\_\_\_ 5' round

Number of Chairs: \_\_\_\_\_ Other Needs: \_\_\_\_\_

- We'll do our own setup/take down
- Please set up for us as specified below:

- 1) Request taken by \_\_\_\_\_ Date: \_\_\_\_\_
- 2) Pastoral Approval (op) (JW) \_\_\_\_\_ Date: \_\_\_\_\_
- 3) Bldg Use Approval (Fred) \_\_\_\_\_ Date: \_\_\_\_\_
- 4) Major Events (Lois) \_\_\_\_\_ Date: \_\_\_\_\_
- 5) Calendar (SY) \_\_\_\_\_ Date: \_\_\_\_\_
- 6) Deacon Board Approval \_\_\_\_\_ Date: \_\_\_\_\_
- 7) Return original form to Fred

# SOUND ENGINEER REQUEST FORM

Number of hand-held microphones needed: \_\_\_\_\_

Number of lapel microphones needed: \_\_\_\_\_ (maximum of four)

Taped music: \_\_\_\_\_ CD \_\_\_\_\_

Live music (list instruments to be used): \_\_\_\_\_

Note: If you are going to require any special lighting, please note that below:

Comments: \_\_\_\_\_

Copy to Bill Moore: \_\_\_\_\_ (initials and date)

## **Fill This Out if Money Will Be Collected For or At This Event**

Decide if this is a fund-raising or ticketed event, then fill out the appropriate box below.

### **Fund-Raising Event** (Requires Deacon approval before advertising for the event)

All fundraisers\* (set fee and donation) need Deacon Board approval. Also, a report of money received and expended must be submitted to the Deacon Board and the Financial Office within one week after the event, using the appropriate forms which are enclosed.

Who is raising funds? \_\_\_\_\_

How are you raising funds? \_\_\_\_\_

What are you raising funds for? \_\_\_\_\_

Are you requesting that donations go through the church financial office? \_\_\_\_\_

(This is *required* for all BVC ministries.)

#### **ATTN Office Personnel: Read this to the person who is making the request:**

We are reserving the requested date for you, but the Deacon Board must still approve your request. They meet the 2nd & 4th Tuesday of each month. You will be notified after they meet as to whether or not your request has been granted.

\*Exceptions: Guest artist / speaker selling their books, CDs, etc; Angel Tree; Operation Christmas Child; requests for clothes, food, etc where money is not exchanged; events where money goes directly to financial office (Mile High Ministry's Christmas Store, mission trips)

### **Ticketed Event** (Does not need Deacon approval before the event)

A report of money received and expended must be submitted to the Deacon Board and the Financial Office within one week after the event, using the appropriate forms which are enclosed.

Are you requesting that donations go through the church financial office? \_\_\_\_\_

(This is *required* for all BVC ministries.)

In case the Deacon Board has questions, they may call \_\_\_\_\_ at \_\_\_\_\_.

Copy placed in Deacon Chairman's folder: \_\_\_\_\_ (signature & date)

Copy placed in Financial Office's box: \_\_\_\_\_ (signature & date)

Copy mailed to party making the request \_\_\_\_\_ (signature & date)