

For Use by NBBC Ministries Only

(Please fill out and submit to the NBBC Administrator or the Church Office)

Application for Facility Reservation and Event Planning

Date of Request: Ministry:
Date of Event: Start/End Time:
Activity or Title of Event:

Approved: Yes No
Date of Approval
Approved by:

Approval is from Office Staff/Deacon/Elder

Person in charge: Phone: Email:

Facility Use Policy reviewed: Yes No Do you need Security? Yes No
Areas needed: Sanctuary Kid Zone Kitchen Parking Lot Conference Room
Classroom (s) Other Area(s)
*Childcare Requested? Yes No (*subject to availability of childcare workers)
Estimate number of children (Changes no later than one week prior to event)

Identify any audio-visual (AV) and equipment needs:

Microphone TV DVD CD VCR Power Point Screen
Overhead Ladder Whiteboard Projector Other

Your overall AV Plan:

Is Office Administrative Support required? Yes No Specify Support

Is this an event targeted / advertised to the General Public? (e.g. Easter Drama) Yes No
What are your attendance estimates for the event?

Please identify the Individual(s) responsible for:

Individual(s) Responsible for Security:
Individual(s) Responsible for Audio and Light Support:
Individual(s) Responsible for Video Support:
Individual(s) Responsible for Kitchen Cleanup:
Individual(s) Responsible for Unlocking/Locking Facility:
Individual(s) Responsible for Room Set-Up/Re-Set:
Individual(s) Responsible for Equipment Set-Up/Return:
Individual(s) Responsible for Overall Clean-Up:

Please use the section below or the back of the form to describe additional needs