

Country Oaks Baptist Church  
**Event/Activity Request Form**

To request the use of the church facilities, please completely fill out the information below and submit it to the church office. If the date is available and approved by the Church Administrator, the facilities will be reserved for you. It is possible that more than one event will be scheduled on the same date if the facility space allows it and the events do not conflict with each other. Response to a request could take up to 2 weeks if Elders have to be consulted.

Your Name: \_\_\_\_\_ Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Ministry: \_\_\_\_\_ Email Address: (Required) \_\_\_\_\_

Alternate Contact/ Best Phone: \_\_\_\_\_

**Name of the Event:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

Date/Time SetUp Begins: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Description of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Areas to be used** (check all that apply):  Worship Center  Chapel  The Grove  Kitchen  Nursery  
 Choir/Conference Room  Classrooms (list any/all) \_\_\_\_\_

**Equipment Request** (subject to availability):  Chairs  Tables  Video projector (please make arrangements to check out from COBC Library)  Overhead projector  Podium  Microphones  Coffee pots/supplies  
 Cooking utensils/kitchenware  Decorations  Office equipment  TV/VCR  Other: \_\_\_\_\_

**Sound System required for the Worship Center?**  Yes  No -  Lights  Sound  Power Point/Computer

Will the stage need to be cleared?  Yes  No

**Sound System required for the Chapel?**  Yes  No -  Projector  DVD

**Note:** You may not operate the sound system on your own, only authorized COBC sound personnel may be used to operate any/all Technical/Sound Equipment.

**The Country Oaks Baptist Church has allowed us to use their facility and we agree to the following:**

- ☞ Make arrangements to open the facility and secure all doors, windows, turn off heat/AC, turn off all lights - indoors and parking lot, turn off all equipment, etc. upon our departure and return any check-out keys promptly.
- ☞ Supply adequate adult supervision for all children and students (see attached COBC Child Care Policy), inside and outside the building. Students and/or children may never be left unsupervised.
- ☞ Clean: empty trash, and remove all items that you brought with you. If in doubt, leave facilities in better condition than you found them. Replace/repair any broken or misplaced items and agree to reimburse the church if necessary. (Note: any movement of furniture/equipment requires Building Supervisor Approval)
- ☞ We agree to adhere to all the policies and procedures as lined out in the *Building Policy and Procedures Manual* and agree to adhere to the fund-raising guidelines (if applicable) established by the COBC Elder Board.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Church Administrator Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Building Supervisor Approval Required: \_\_\_\_\_ Bldg Supervisor Signature \_\_\_\_\_

Technical Ministries Notified: \_\_\_\_\_