



Building Use Request

Today's date: _____
Ministry date: _____ Anticipated Attendance #: _____
Ministry type: _____

Your Name/Contact: _____

ABC Ministry : _____

Daytime Phone #: _____ Email: _____

Event details

Notes:

Start time: _____ End Time: _____
Set up time: _____ Tear down complete: _____
Fee due: _____ Deposit due: _____
Total due: _____ Date Paid: _____

Completion of this request does not constitute approval of use. Requests are reviewed each Tuesday. A response will be provided to you by a Ministry Assistant following the next scheduled staff meeting.

Facility Use

- Room # _____ Grand Hall Fellowship Hall 1894 Building
 Gym Gym & Kitchen Youth Center Sanctuary

Media Needed- for churchwide events ONLY – all other events are at the discretion of media/staff and at your expense

- Microphone Computer Video Other: _____

Church Vehicle Use

- 1 Van 2 Vans Bus Drivers(s): # _____

Departure Time: _____ Return Time: _____

Announcement Media for church wide or ministry events-all other media requests will be reviewed by staff:

- Worship Bulletin Website Front Page Slide
 Website/Facebook Announcement End of Service Video Announcement
 Pre-Service/TV Announcement Loop Marquee

(Announcement media requests are not guaranteed; all requests are evaluated by church staff at staff meetings. Media is generally provided (2) Sundays prior to an event.)

Media begin date: _____ Last date media will run: _____

What does the announcement need to say?

NOTE: Acton Baptist Church reserves the right to edit all announcements in order to accommodate the appropriate form of media.

Who? What? Where? When? **Please Note:**

Any changes to any already approved announcement are **Due Wednesday at Noon for Sunday.**