

# LBC Church Event Booking Form A: Single Occurrence Event

## Church Event Booking Policy

Please read before booking events for the church calendar.

This will help make the process go much more smoothly for everyone involved.

### Before you book, please be aware that:

- Until such time that we have a full-time staff member responsible for our facilities, if your booking is at a time when no one else will be here, and you do not have keys and an alarm code for the space you need, it is your responsibility to make arrangements with someone who has keys to open and close for you. You may wish to start by checking with your event attendees to see if any of them would be able to let you in and lock up afterwards.
- You are responsible for moving and setting up any furniture that needs to be moved and returning the furniture to its original location after you finish.
- If you are booking vehicles for off-campus church events, once the booking is confirmed, it is your responsibility to contact the Transportation Ministry Coordinator to make arrangements for qualified driver(s) and vehicle service. Since our vehicles are currently kept at private homes, you will also need to make arrangements with the host family to pick up each vehicle you plan to use. The church office can supply the usual locations of each vehicle. Vehicles should be returned with gasoline. You can turn in a check request form with your receipt for reimbursement.
- If your event conflicts with another church event, (even if the facility space is available), events will be booked on a first come basis. An event may be conflicting when it will not serve the best interests of another event previously booked.

### Booking Procedure:

1. Before you begin, please check the events calendar on the website to see if the schedule looks clear for your event. **This does not guarantee that the space you wish is available**, because it does not reflect all behind-the-scenes space usage, or events in the process of being booked. If the space and times you want are not available, we will e-mail or call you to discuss alternatives. If the event is booked, we will e-mail you a confirmation.
2. Please complete a separate form for each solo event. Complete the form with **all** details that apply. You will be asked specific information for the event itself, and also for set-up and clean-up/tear down. **Dates, and start and end times** for both the event and any set-up and tear-down/clean-up times **are required**. Your event(s) cannot be booked without them. If you are unsure of those dates and/or times, enter something, and mark the detail as tentative.

Revisions to both firm and tentative details may be made as the space is available, so get your details set as early as possible. Changes to an event should be made no closer than 2 weeks from the event, or earlier (depending on the event type), to allow for proper notification of the congregation. Make changes and/or change the status from tentative by calling the church office at 602-237-4885, or e-mailing both [lbc@laveenbaptistchurch.org](mailto:lbc@laveenbaptistchurch.org), AND [admin@laveenbaptistchurch.org](mailto:admin@laveenbaptistchurch.org).

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Name of person booking event: \_\_\_\_\_

For what program or ministry is it being booked? \_\_\_\_\_

Name of event: \_\_\_\_\_

Event Date: Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_

Mark this date as tentative

Event Start time: \_\_\_\_\_  AM  PM

Mark this time as tentative

Event End time: \_\_\_\_\_  AM  PM

Mark this time as tentative

This event is either on or off Campus

If on campus:

Space needed (Please check **all** that apply)

Worship Center (Building A)

Room A-1 Choir Room

Main Room

Room A-2 Cry Room

All of space

Church Life Center (Building B)

Room B-1

Room B-6

Room B-10

Room B-2

(Kitchen)

Room B-11

Room B-3

Room B-7

Central Hall

Room B-4

Room B-8

All of space

Room B-5

Room B-9

Youth Ministries Center (Building C)

Assembly Hall

Room C-2

Kitchen

Room C-1

Room C-3

All of space

Outside on grounds and/or in parking lot (Please state which area:)

\_\_\_\_\_

If Set-up is needed:

Start Time: \_\_\_\_\_  AM  PM End Time: \_\_\_\_\_  AM  PM

What equipment will you use?

Tables

Number of round needed: \_\_\_\_\_

Number of 5 foot needed: \_\_\_\_\_

Number of 7 foot needed: \_\_\_\_\_

Chairs

Number of adult size needed: \_\_\_\_\_

Number of children's size needed: \_\_\_\_\_

Kitchen equipment

Please list: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Audio/Visual Support: Complete an Audio/Visual Support Request

Clean-up/Tear -down

Start time: \_\_\_\_\_  AM  PM

End time: \_\_\_\_\_  AM  PM

If off campus, is church transportation needed?  Yes  No

If yes, how many vehicles do you need?  1  2  3  4

If you have a preference, which vehicle(s) do you wish to use?

Van 1

Van 2

Van 3

Van 4 (mini-bus with lift)

Departure time: \_\_\_\_\_  AM  PM

Anticipated return time: \_\_\_\_\_  AM  PM