

Activities/Facilities/Scheduling Request Form

Greenridge Ministries and Committees

Today's Date: _____

Name of Ministry: _____

Date(s) of Activity: _____

Times to reserve space: from _____ to _____ Event start time: _____

Person Responsible: _____ Phone #: _____

E-mail Address _____

Nature of event: _____

Please check appropriate box:

- Activity held on GBC premises. (See Facility Usage Guidelines and Procedures attached)
- Activity held off GBC premises. Location: _____
 - Van requested. - Approved: _____
Driver: _____ (Note that all drivers must be on the approved insurance list.)
- I wish this information to be published in the Sunday Update under *Scheduled Events*

Rooms Requested

- Worship Center
 - Sound (need to contact approved sound technician)
 - Computer
- Upper Fellowship Hall
- Classroom(s): list room # _____
- Dining Hall
- Kitchen
- Church Office
- Modular _____
- AC 200 (Gym)
- AC 101
- AC 102
 - Sound (need to contact approved sound technician)
 - Computer
- AC 103
 - Sound (need to contact approved sound technician)
 - Computer
- AC 104
 - Sound (need to contact approved sound technician)
 - Computer
- AC 106
- Other _____

Office Use Only:

Reservation Complete: _____

Date: _____

Your ministry at Greenridge is very important and we thank you for your involvement. The following information will assist you in registering your event and reserving the space you need. Because our facilities are used seven days a week it is important that each ministry use this form. This form will register your event or meeting as an official Greenridge event. It will also allow the Church Office to fully publicize your event.

Facilities Usage Guidelines: Please read and follow the building usage guidelines sheet.

Notifications: Please note: the Church Office will make all necessary arrangements with custodial staff and sound or media technicians.

Plan:

Advance planning is important. Contact Katie at the Church Office, 301.972.0271, to check on available space and open dates. You will receive verbal information regarding availability.

Confirm:

To confirm your request you must fill out this form and submit it to Katie Weigle at the Church. Office hours are Monday-Thursday 8:30 am – 4:30 pm. You may also send your request via e-mail (katie@greenridgebaptist.org) or fax 301.972.9483. Confirmation is based upon space available and completed forms in the order they are received. **(Note: In the event of major Greenridge programming it may become necessary to ask you to switch dates or times. We will attempt to give you 6-weeks notice of such conflict. You may also be asked not to confirm multiple dates with reference to facility space or van usage.)**

Keys:

If you desire to use Greenridge space you will need to make arrangements to receive a key. This may be arranged by calling Katie during the days and hours listed above. All keys must be returned to the Church Office within one week following the event.