

ACTIVITY PLANNING SHEET

(please print)

Lamar Baptist Church: 817-860-2957 Fax: 817-860-3084 Email: www.lamarbaptist.org
 1000 West Lamar Blvd. Arlington TX 76012

Activity: _____ Date Submitted: _____
Day Date

Submitted by: _____

Person(s) in Charge: _____
Name Phone # E-mail

Type of Activity: _____

* Set Up begins at : _____ Activity begins at: _____ Activity ends at: _____

* One Hour before event unless otherwise specified.

Church groups using the facilities for an activity that is not church sponsored (parties, banquets, receptions, etc) will be responsible for unlocking, locking and cleaning facilities used unless other arrangements have been made.

ON PROPERTY FACILITIES NEEDED. PLEASE MARK APPROPRIATE BOX(S)

	Worship Center		Refuge House		Child Care [Complete Child Care Request Form]
	Layne Hall (Room 160)		Other:		Kitchen
	Room 106		Sound System **		Transportation: Vehicle, Driver & License #: _____ _____
	Room 182		Lighting System **		
	Annex		Media Screens **		

** If sound, special lighting, or media support is needed , please contact the church office and coordinate with staff liaison at least three weeks prior to event.

Off Property: Location of Activity: _____ Phone: _____

FOR SET-UP PLEASE PUT A SKETCH ON THE BACK OF THIS FORM; INCLUDE TABLES, CHAIRS, ETC NEEDED.

FEEES FOR NON CHURCH RELATED ACTIVITIES

Facility FOR SET-UP	First 2 Hours	Additional Time in 2 hour increments.	Technical Support (per person, per day):	COST
Small Room	\$70.00	\$35.00	N/A	
Med. Room: 103, 105, 107, 185, 187	\$100.00	\$50.00	N/A	
Large Room: 106, 182, 203, 204, Annex, Refuge	\$150.00	\$75.00	N/A	
Layne Hall	\$600.00	\$100.00	starts @ \$100.00	
Worship Center	\$1,800.00 per day		starts @ \$100.00	
Kitchen Use (other than ice or coffee maker)	\$100.00			
Event Cost				

Security Deposit (refunded after event if no property is damaged, rules broken, etc) \$200.00

Deposit Paid (amount and date) _____

Fee Due (amount and date) _____

Fee Paid (amount and date) _____

(over)

Policies for Building Use

Groups using church facilities must keep in mind that the primary purpose of the building is for church usage. Under unusual circumstances, the church reserves the right to reschedule/postpone the activity with an emergency that may arise.

1. **Fees** must be paid three weeks in advance.
If fee is not paid three week prior to event, the date will be released. You may come in after the two week deadline and pay your fee in cash if date is still available.
2. **Set up-** A diagram with the exact number of chairs, tables and other items along with the placement must be included with this Activity form.
3. **Take down:** Participants are expected to clear (leave) the building no later than the time shown on the activity sheet. Often the room must be set up for the next activity.
4. **Participants are prohibited from:**
 - Operating any equipment such as lighting, sound media.
 - Going into other rooms or offices other than restrooms in the building.
 - Parents are responsible for their children at all times.
 - **No** alcohol, smoking or dancing permitted.
 - **No** candles in Layne Hall
5. **Food:**
 - a. No red drink of any type allowed, soft drinks, cool aid, punch, etc.
 - b. If eating takes place before the program, tables need to be cleared immediately after eating.
 - c. Beverages drawn from containers on a table, etc, must have a towel under the drip to protect the carpet.
5. **Kitchen:**
 - a. Use of large coffee pot and ice – no charge.
 - b. The use of the refrigerator, warmer, oven, etc requires the presence of a paid kitchen person.

I understand and agree to all of the church policies

(Signature)

(Date)

Please turn in to the church office for approval.

Staff Liaison: _____

Approved by: _____ **Date:** _____

Show Set up below (use additional sheet of paper is needed)