

LAMAR HIGH SCHOOL/CHURCH MEMBER 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 & Phone #: _____

Type of Activity: _____

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

*One Hour before event unless otherwise specified.

ON PROPERTY FACILITIES NEEDED:

PLEASE MARK APPROPRIATE BOX(S)

	Worship Center		Technical Person to Operate Video Equipment
	Fellowship Hall (Basic Pckg)		Technical Person to Produce Video Program
	Music Hall		Sound Technician
			Full Kitchen Service

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

Worship Center: Includes sound system turned on	\$ 500.00
Basic Package Includes: Layne Hall, Kitchen (Ice and Coffee Only), 1 Microphone, Sound System Turned On	\$300.00
Technical Person to Operate Video Equipment	\$100.00
Technical Person to Produce Video Program (Price determined by on a case by case basis)	
Sound Technician (Price determined on a case by case basis)	
Full Kitchen Service (Price determined on a case by case basis)	
Security Deposit \$100.00	
Refunded after event if no property is damaged, rules broken, etc	
Event Cost \$	

Deposit Paid (amount and date) _____

Fee Paid (amount and date) _____

Staff Liaison: _____

► Fees to be paid and form signed by staff liaison before being placed on calendar

Please Sign on back & turn in to the church office for approval.

[Building Use Policies on Back]

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)

Approved by _____

Date: _____