

FIRST BAPTIST CHURCH
2004 SISKIYOU BOULEVARD * ASHLAND, OR 97520 * 541-482-3836

DATE: _____

ACTIVITY RESERVATION FORM

ROOMS AND VEHICLES ARE ON A FIRST COME FIRST SERVE BASIS. YOUR ROOM, VEHICLE OR ACTIVITY IS NOT RESERVED UNTIL THIS FORM IS TURNED IN AND APPROVED.

IDENTITY OF GROUP: _____
EVENT NAME: _____
EVENT DATE: _____

EVENT TIMES

STARTING TIME: _____ FINISHING TIME: _____

LOCATION OF EVENT: FBC YOUTH HOUSE OTHER
IF OTHER, WHERE? _____

EVENT PURPOSE

MINISTRY OUTREACH FELLOWSHIP DISCIPLESHIP WORSHIP

DESCRIPTION OF EVENT: _____

FBC FACILITY NEEDS

ROOMS NEEDED: _____
KITCHEN NEEDED: YES NO
OVERNIGHT HOUSING: YES NO

NUMBER OF TABLES, IF NEEDED: _____ TV/VCR OTHER: _____

NUMBER OF PEOPLE EXPECTED: _____

VEHICLES NEEDED: VAN SHUTTLE BUS NONE

IF YOU DO NOT WANT THIS INFORMATION TO BE PUT IN THE WEEKLY/SLIDE BULLETIN, PLEASE CHECK THIS BOX. IF YOU'D LIKE MORE DETAILED INFORMATION PLEASE NOTIFY THE CHURCH OFFICE BY 9 A.M. ON WEDNESDAYS WITH THE INFORMATION YOU'D LIKE INCLUDED.

PERSON IN CHARGE: _____ TELEPHONE #: _____

YOU WILL BE CONTACTED ONLY IF THERE IS CONFLICT ON THE CALENDAR IN REGARD TO THE DATE THAT YOU REQUESTED. PLEASE NOTIFY THE OFFICE OF ANY DAMAGE TO EQUIPMENT, ETC. IN THE CHURCH DURING YOUR ACTIVITY AS SOON AS POSSIBLE OR A PROBLEM WITH A VEHICLE.

~ FOR OFFICE ONLY ~

DATE REQUEST TURNED IN: _____	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONFLICT
APPROVAL SIGNATURE: _____		FACILITY/VEHICLE (ILLIS)
APPROVAL SIGNATURE: _____		BUDGET (STAFF)
APPROVAL SIGNATURE: _____		CHURCH LIFE (IF NEEDED)

➡ PLEASE TURN OVER FOR BUDGET FORM

PRELIMINARY BUDGET

INCOME: (PLEASE IDENTIFY ANTICIPATED AMOUNTS AND, IF APPROPRIATE, FBC BUDGET LINE NUMBERS.)

BUDGET LINES:

DESIGNATED LINES:

DONATIONS:

FUNDRAISERS:

PARTICIPANT'S FEES:

TOTAL ESTIMATED INCOME \$ _____

EXPENSES:

TRANSPORTATION:

LODGING:

CONFERENCE/CAMP REGISTRATION FEES:

FOOD:

MISCELLANEOUS:

EQUIPMENT:

SUPPLIES:

OTHER EXPENSES:

TOTAL ESTIMATED EXPENSES \$ _____

(IF THE PROPOSED BUDGET IS NOT BALANCED, PLEASE EXPLAIN HOW IT WILL BE BROUGHT INTO BALANCE.)