



Activity Application

This application must be completed and approved by appropriate church staff before it can be added to the church calendar or bulletin. Please allow ample time for approval in your event planning, and do not assume approval before you have it.

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|------------------------|
| OFFICE USE ONLY |
| ___ Senior Pastor |
| ___ Associate Pastor |
| ___ Facilities Manager |
| ___ On Calendar(s) |

| | | | | |
|--------------------------------------|------------------|---------------|-----------------|---------------|
| Activity Type (check one) | Church Sponsored | Calendar Only | Member's Family | Outside Group |
| | ___ | ___ | ___ | ___ |

Activity Name: _____

Date(s) and Time(s) of Activity: _____

Applicant's Name: _____

Applicant's Phone: _____ Email: _____

Purpose of Activity: _____

Building Open Time: _____ Building Closing Time: _____

Key Needed? _____ Who is completing cleanup? _____

Building/Areas Requested: _____

What is the source of funding for the activity? _____

What is the charge to participants, if any? _____ Expected number of people: _____

Is childcare needed? ___ If so, who is providing it? (must be approved) _____

What sanctuary items need to be moved? _____

Who will be responsible for moving items and returning them? _____

TRANSPORTATION (complete if applicable)

Which vehicles will be needed? (check) _____ passenger bus _____ rental

Who will be the driver(s)? (Must be on approved driver list in the church office or a paid professional driver)

FOOD PREPARATION If food is involved, who is preparing it, and who will clean the kitchen?

NOTE: Church purchased paper products can only be used for church-sponsored events.

EQUIPMENT NEEDED (check all that apply)

___ large monitor ___ podium w/microphone ___ extension cord
___ room divider ___ easel ___ flip chart

REGISTRATION (complete if applicable)

Number and location of registration tables: _____

ROOM ARRANGEMENT (complete if applicable)

Number of tables & type (e.g. round, rectangle, etc.) _____

Who is setting up the room? _____

In the space below, draw a sketch, if necessary, to show how the room(s) should be arranged.

Provide any other information about your activity that we need to know.

How does your activity contribute to the mission of CGBC to spread the Gospel, to make or grow disciples, or to reach people and build fellowship?

User agrees to policies, terms, conditions, and rules of conduct as described by Chestnut Grove Baptist Church and affirms that use of the facilities and grounds does not violate the mission, standards, or Statement of Faith of the church.

Applicant's Signature: _____ Date: _____