



## MINISTRY EVENT REGISTRATION FORM

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

If recurring, list multiple dates/times: \_\_\_\_\_

Description / Purpose: \_\_\_\_\_

Is this a Church-Wide Event? ( ) Yes ( ) No

### Event Leadership

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Class / Ministry Team / Committee Involved: \_\_\_\_\_

### Event Location

( ) Off-Campus Event Location: \_\_\_\_\_

Transportation Needed: ( ) Church Van ( ) Rental ( ) Carpool

( ) On-Campus Event

Specific Rooms Needed: \_\_\_\_\_

Specific Room Setup: \_\_\_\_\_

**\*\*Rooms should be left in the arrangement they were found unless otherwise communicated\*\***

### Food/Drinks

( ) Yes ( ) No If yes, provided or prepared by: \_\_\_\_\_

Please describe: \_\_\_\_\_

### Audio/Visual Equipment

( ) Yes ( ) No If Yes, Please Describe: \_\_\_\_\_

Who will be operating equipment? \_\_\_\_\_

### Childcare

( ) Yes ( ) No If yes, list age range of children: \_\_\_\_\_

**\*\*Our insurance requires that all on campus events are staffed by church provided childcare workers\*\***

**Event Expenses**

Cost per person: \$ \_\_\_\_\_ Money due by: \_\_\_\_\_

Reason for cost: \_\_\_\_\_

**\*\*All money to be collected must be received and recorded through the church financial office\*\***

If church funds are requested, please list vendor names and check amounts below:

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Any requests for church checks must be submitted no later than two weeks from the event date\*\***

**Promotion/Communication**

All approved events will be listed on the church calendar (website, bulletin, newsletter)

Please list any additional promotional requests: \_\_\_\_\_

\_\_\_\_\_

Registration required? ( ) Yes ( ) No If Yes, indicate the preferred method below:

( ) Church Office ( ) Registration Form ( ) Signup Sheet ( ) \_\_\_\_\_

**Additional Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RULES AND AGREEMENTS**

**ALL EVENTS ARE SUBJECT TO STAFF APPROVAL AND CALENDAR AVAILABILITY**

I understand that by reserving any area of the campus, van, or equipment of First Baptist Killen, that I will be responsible for those areas and equipment. I will be responsible for acquiring a key from the church office, unlocking and locking the areas which I have reserved and returning the key to the church office in a timely manner. I will personally be responsible for leaving any areas which I reserve in the order in which I found them before my event. I also understand that it will be my responsibility to enforce church standards concerning dress and conduct during my event and also to restrict those attending my event to the areas of the buildings which I have reserved. I understand that only those persons registered with the church office in advance will be allowed to drive the church van or rental vehicles due to insurance purposes. I further agree that I will be personally responsible for areas that I have reserved and will promptly notify the church of any damages that occur during my event.

My signature acknowledges that I understand and agree to all the terms listed above, and that I will work to insure that our church property is well cared for during my event.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_