



Activities Request Form

Name of Event: _____

Date(s) of Event: _____ to _____ (if applicable)

Brief Description of Event: _____

For Whom Is The Event Intended: (ex: church wide, women's ministry, children ages 2-5, teenagers, small group, etc.)

Equipment Requested: (Please be aware that you will need to provide set-up/tear-down teams)

_____ **TV/VCR** _____ **Chairs: Qty** _____ **Tables: Qty** _____
_____ **Overhead Projector** _____ **LCD Projector** _____ **Computer**

Room(s) Requested: (We will do our best to supply the rooms requested, provided they are available on the dates you request)

1. Room # _____ **2. Room #** _____ **3. Room #** _____ **4. Room #** _____

Jitters _____ **Gym** _____ **Kitchen** _____

Event Contact Person(s):

Name: _____

Phone 1: _____

Phone 2: _____

Staff Member Contact:

IMPORTANT! How would you like your event promoted? Check all that apply: (if applicable)

- _____ Bulletin for 2 weeks.
- _____ Powerpoint Announcement
- _____ Verbal Announcement
- _____ Newsletter
- _____ Website
- _____ Other: _____

Date Entered Into Master Calendar: _____

I have read the policy of Eagle Heights Church regarding use of facilities and agree that my group or organization will abide by said policy. I understand that a fee will be payable by my group to Eagle Heights Church to cover expenses associated with maintenance and utilities, etc. according to the fee schedules, if applicable.

Please print your name here

Signature

To Be Filled In By Office Personnel:

Date Request Received: _____

Request Granted: Yes ___ **No** ___

Office Manager

Pastor of Administration

Pastor of Students

Pastor of Recreation

Date Usage Fee Paid

Usage Amount Paid

Date Deposit Fee Paid

Deposit Amount Paid

Amount of Deposit Refunded

/ _____
Date

/ _____
Refund Given By

We ask that you give us 48 hours to approve and confirm your request.

If you have any questions in regard to the Activity Request Form or policy of Eagle Heights Church please contact Heather Brown Monday thru Friday 8:30am-4:30pm at 677.9220 ext201.