



Member Use Request

Today's date: _____

Date of Ministry Event: _____ Day of week Needed: (Sun - Sat?) _____

Ministry type: _____ Anticipated Attendance #: _____

ABC Ministry: _____

Your Name/Contact: _____

Daytime Phone #: _____ Email: _____

Event details

Notes:

Start time: _____ End Time: _____

Set up time: _____ Tear down time: _____

Fee due: _____ Deposit due: _____

Total due: _____ Date Paid: _____

Completion of this request does not constitute approval of use. Requests are reviewed each Tuesday.

A response will be provided to you by a Ministry Assistant following the next scheduled staff meeting.

Facility Use

☐ Room # _____ ☐ Grand Hall ☐ Fellowship Hall ☐ 1894 Building ☐ Community Commons
☐ Gym ☐ Gym & Kitchen ☐ Youth Center ☐ Worship Center ☐ Library ☐ Other _____

Media Needed- for churchwide events ONLY – all other events are at the discretion of media/staff and at your expense

☐ Microphone ☐ Computer ☐ Video ☐ TV ☐ Other: _____

Church Vehicle Use

☐ 1 Van ☐ 2 Vans ☐ Bus ☐ Drivers(s): # _____

Departure Time: _____ Return Time: _____

Announcement Media for church-wide or ministry events - all media requests will be reviewed by staff:

☐ Worship Bulletin ☐ Website Front Page Slide
☐ Website/Facebook Announcement ☐ End of Service Announcement
☐ Pre-Service/TV Announcement Loop ☐ Marquee

*(Announcement media requests are not guaranteed; all requests are evaluated by church staff at staff meetings.
Media is generally provided (2) Sundays prior to an event.)*

Media begin date: _____ Last date media will run: _____

What does the announcement need to say?

Note: Acton Baptist reserves the right to edit all announcements in order to accommodate the appropriate form for media.

Who? What? When? Where? **Please Note:**