



Member Use Request

Today's date: _____

Date of Event: _____ Day(s) of Week Needed: (Sun - Sat?) _____

AB Ministry / Event:: _____ Anticipated Attendance #: _____

Contact Name : _____

Contact Phone #: _____ Email: _____

Event details

Start time: _____ End Time: _____

Set up time: _____ Clean up time: _____

Fee due: _____ Deposit due: _____

Total due: _____ Date Paid: _____

Notes:

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 # of Drivers(s): _____

Departure Time: _____ Return Time: _____

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

(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.)

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

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:**