

**FRIENDSHIP BAPTIST CHURCH**  
Event Form for Church Activities (at FBC or Off-Site)

Print Clearly or Type

\*Date of Event: \_\_\_\_\_ Start Time \_\_\_\_\_ AM/PM Reserve From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Type of Event: \_\_\_\_\_

Rehearsal/Set Up Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

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Location: Check the appropriate box: [ ] Sanctuary [ ] Carter's Chapel [ ] Social Hall [ ] Other

Address if Off-Site: \_\_\_\_\_

\*In case of cancellation, 48 hour notice must be given to the FBC office: 626-793-1062 or email: [fbc@pfbchurch.net](mailto:fbc@pfbchurch.net)

**Set-Up**

- **Social Hall (The HUB) Set Up:** # \_\_\_\_\_ Tables # \_\_\_\_\_ Chairs \_\_\_\_\_ Other
  - **Special Arrangements for Facilities:** \_\_\_\_\_
- **Sanctuary:** Estimated Number of Guests \_\_\_\_\_ Number of Programs to be provided: \_\_\_\_\_
- **Programs:** Presented to Media for creation/editing/printing **2 weeks prior to event:** \_\_\_\_\_
- **Media Services Set Up:** \_\_\_\_\_ Projector \_\_\_\_\_ Music (Tape/CD/DVD) \_\_\_\_\_
  - **If providing DVD or CD – FBC MUST** have material 2 days prior to event to test.
- **Photographer/Videographer:** \_\_\_\_\_ Yes \_\_\_\_\_ No Voucher? \_\_\_\_\_
- **Greeters/Ushers from:** Church # \_\_\_\_\_ Reserver # \_\_\_\_\_ Hours of Service \_\_\_\_\_ to \_\_\_\_\_
- **Food Services:** Table Set-Up, Food/Serving/Supplies to be provided by church \_\_\_\_\_ or reserver \_\_\_\_\_
- **Clean-Up** [cleaning of tables, cleaning kitchen, emptying trash bins, and replacing with clean liners] to be provided by volunteers of: Church \_\_\_\_\_ / Reserver \_\_\_\_\_
- **Parking:** Lot Volunteer(s) \_\_\_\_\_ **Street Parking exemption requested** \_\_\_\_\_
  - **Exemption Number by City of Pasadena (if required):** \_\_\_\_\_
  - **Confirmed by Parking** \_\_\_\_\_ **Confirmed by Facilities:** \_\_\_\_\_

Reserver: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

Email: \_\_\_\_\_ 2<sup>nd</sup> Contact: one/Ext. \_\_\_\_\_

Signature is required by person(s): \_\_\_\_\_ **Trustee Approval/Voucher Approval:** \_\_\_\_\_

**Pastor/Auxiliary Chair** \_\_\_\_\_ **Media Services** \_\_\_\_\_

**Usher Board** \_\_\_\_\_ **Facilities** \_\_\_\_\_

**This completed form must be returned to the Friendship Baptist Church office, **one month** prior to event.  
A signed copy of this form by the Church Administrator confirms your reservation.**