



**FBK Ministry Calendar  
Request Form**

**This form must be completed 14 days prior to the scheduled event so it may be reviewed  
for conflicts and approved during the weekly (Tuesday) staff meeting.  
Request may be made up to 3 months in advance.**

Event Title: \_\_\_\_\_ | Date of Request: \_\_\_\_\_

Ministry Requesting Support \_\_\_\_\_ | Ministry Leadership Approval \_\_\_\_\_

Contact person \_\_\_\_\_

Contact email \_\_\_\_\_ | Contact Phone \_\_\_\_\_

Day & Date of Event: \_\_\_\_\_ | Time of event: \_\_\_\_\_ to \_\_\_\_\_

Date presented to staff for approval \_\_\_\_\_

Type of activity: \_\_\_\_\_

Expected # attending: \_\_\_\_\_ Time setup to begin: \_\_\_\_\_ Time cleanup to be completed: \_\_\_\_\_

***Please check all that apply. NOTE: Media Technical will contact the Ministry Contact 2 weeks prior to the event for coordination.***

Technicians	Place X to request	Arrival Time	Departure Time
Sound			
Lighting			
Projection			

Please note any special requirements . . .

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Please List all that apply

Place X to request	Room	Number of Additional Tables, Chairs, or Microphones Required
	<p><b>Worship Center</b></p> <ul style="list-style-type: none"> <li>* A Sound Technician is required to use the WC</li> <li>* Includes use of the Narthex/Lobby</li> <li>* Setup, Teardown, and Cleanup is responsibility of the Ministry</li> </ul>	<p>Need stage cleared (y/n): _____</p>
	<p><b>Fellowship Hall</b></p> <ul style="list-style-type: none"> <li>* Tables and chairs available for use</li> <li>* Does not include use of tablecloths or the attached kitchen</li> <li>* Sound system available (with completed training)</li> <li>* Setup, Teardown, and Cleanup is responsibility of the Ministry</li> </ul>	
	<p><b>Kitchen</b></p> <ul style="list-style-type: none"> <li>* Use of all appliances and cookware included</li> <li>* Setup, Teardown, and Cleanup is responsibility of the Ministry</li> </ul>	
	<p><b>Chapel (The Crossing)</b></p> <ul style="list-style-type: none"> <li>* Tables and chairs available for use</li> <li>* If any media is needed (Stage Lighting, Sound, Projection), a Technician is required</li> <li>* Setup, Teardown, and Cleanup is responsibility of the Ministry</li> </ul>	<p>Need stage cleared (y/n): _____</p>
	<p><b>Fireside Room</b></p> <ul style="list-style-type: none"> <li>* Piano available for use, tuning available for an additional fee of \$150</li> <li>* Includes use of Kitchenette Area, does not include any classrooms</li> <li>* Additional tables and chairs are available for use from the Fellowship Hall</li> <li>* Setup, Teardown, and Cleanup is responsibility of the Ministry</li> </ul>	
	<p><b>Classroom</b></p> <ul style="list-style-type: none"> <li>* Each room needed must be identified</li> <li>* Setup, Teardown, and Cleanup is responsibility of the Ministry</li> </ul>	<p>Classroom(s) Needed:</p>
	<p><b>Conference Room</b></p>	



Rules for Ministry use of the FBK Facility:

1. To coordinate regularly scheduled meeting or special events, a facility use request must be completed and submitted to the FBK Staff Ministry Leader at least 2 weeks prior to the event/meeting
  - Forms are available on the church website under 'Resources'
2. Keys to access the building or locked rooms are assigned to each Ministry Coach. Coaches are responsible for maintaining control of assigned keys and they should not be shared with other ministry members
3. General Facility Use Rules:
  - Ministry Coach (or designated member of FBK) must be on property at all times during the meeting/event
  - For your safety, the building must remain locked at all times. Greeters must be posted at the door for guests to access the building. Doors must not be propped open
  - The ministry only has permission to use the rooms requested and approved for your event
    - If audio/visual equipment is needed, a request must be made prior to the event
    - Only FBK trained and approved volunteers may turn on and use the audio/visual equipment
  - The ministry must clean any bathrooms used, vacuum, take out trash, and replace chairs if moved
  - The ministry is responsible for any lost or damaged property of FBK
  - Do not leave/store ministry or personal items in the building. FBK is not responsible for lost or damaged property
  - Prior to event, all projects that include hanging items within the church must be approved by the Facility Manager
    - Only blue painters tape may be used to attach items to the wall
  - If a bonfire is scheduled for an event, please contact the facility manager in order to notify local authorities
  - No tobacco products or alcohol allowed on church property
  - Glitter is not allowed to be used in the building
  - Any inflatables must be approved by the Facility Manager prior to rental

In the event of an emergency, signs showing the evacuation routes and tornado shelters are located at each entrance. You are responsible to advise your guests of emergency exits and assist in the event of an emergency. If an emergency does occur, call 911 and then call the Facility Manager, Jeff Tilford at 513-464-6692.

An Automated External Defibrillator (AED) is available in the First Aide Room near the Worship center.  
I have read and agree to uphold the above terms, and will inform my guests of these terms.

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_