

Family Life Center and Ball Field Reservation Form

TODAY'S DATE: _____

Please call the church office if you cancel your event.

FLC CAMPUS:

Event: _____ Event Date: _____

Contact Person: _____

Phone: _____ Number of Participants: _____

Time In: _____ AM/PM Time Out: _____ AM/PM

Event Time: _____

Standing Meeting? Begin Date: _____ End Date: _____

List dates meetings are to be held: _____

FLC Requested: FLC 1 FLC 2 FLC Café FLC Gym Ball Field

Technical Services: Contact **ALAN DUPES** AT 947-9074 for sound system and presentation needs in the Family Life Center. Any **audio, video or presentation slides** must be submitted **48 hours** before the event.

FLC Policies:

- Gym floor – wear athletic shoes **ONLY**
- No sharp objects on the gym floor
- Leave the facility clean
- No baseballs or softballs in gym area
- Appropriate shirts and shorts are required at all times
- Bad language, bad sportsmanship will not be tolerated

Ball Field Policies:

- No vehicles of any kind allowed on field
- Leave the field clean and free of trash
- No pets allowed on field
- Events may be canceled because of field condition
- Bad language, bad sportsmanship will not be tolerated
- No golf practice on the field
- Appropriate shirts and shorts are required at all times

EVENT APPROVED BY: _____

EVENT CONFIRMED ON CALENDAR BY: _____

COMMENTS: _____

CHURCH FACILITIES RESERVATION FORM

TODAY'S DATE: _____

Please call the church office if you cancel your event.

ON CAMPUS:

Event: _____ Event Date: _____
Contact Person: _____
Phone: _____ Number of Participants: _____
Time In: _____ Time Out: _____
Event Time: _____
Standing Meeting? Start Date: _____ End Date: _____
List dates meetings are being held: _____

Facilities Requested: G-Force Area Ministry House
 Room(s) _____
 Main Kitchen Fellowship Hall

Kitchen/Food Services: Contact LINDA DIETZ @ 938-3771
Linda must be contacted for any use of the kitchen or in event of food service.

Worship Center Youth Worship Center
Technical Services: Contact ALAN DUPES AT 947-9074 for sound system and presentation needs for the Worship Center and Youth Worship Center. Any **audio, video or presentation slides** must be submitted **48 hours** before the event

OFF CAMPUS:

Event: _____ Event Date: _____
Contact Person: _____
Phone: _____ Number of Participants: _____
Event Time: _____ Location: _____

Kitchen/Food Services: Contact LINDA DIETZ @ 938-3771
Linda must be contacted for any use of the kitchen or in event of food service.

Technical Services: Contact ALAN DUPES AT 947-9074 for sound system and presentation needs for the off campus event. Any **audio, video or presentation slides** must be submitted **48 hours** before the event.

Transportation Needs:
 Alpha1 Omega2 Rapha3 Cargo Van
FBC Certified Driver(s): _____
Departure Time: _____ Return Time: _____
Time you will pick up vehicle keys from office: _____ (a.m.) or (p.m.)

EVENT APPROVED BY: _____

EVENT CONFIRMED ON CALENDAR BY: _____

COMMENTS: _____