

The Village Baptist Church - Event and Van Reservation Form

Ph. 687-0337, Fax 687-0338

I. When Is It? Day of week (please circle): Su M T W Th F Sa TODAY's DATE _____

Beginning time: _____ Ending time: _____ EVENT DATE(s): _____

Ongoing through: _____ Cancellation Date: _____

II. Who's It For?

Name of event & group: _____

Who's in charge? _____ Phone: _____

Staff Member involved or reserved through: _____ Number expected: _____

III. SHOW YOUR DESIRED ROOM SETUP (the space below is labeled for the Fellowship Hall. If you are describing a classroom, be sure to show which is the front of the room (i.e. where the doors are) and placement of tables, chairs, misc., etc.)

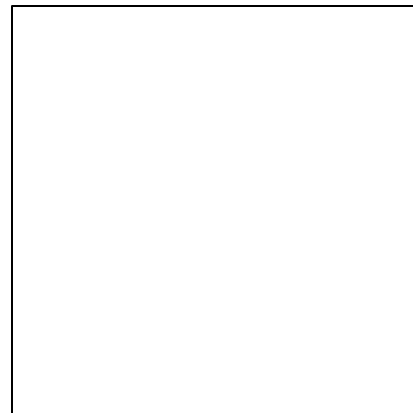
IV. Where Is It?

- At Church?
 Sanctuary Fellowship Hall
 Education Building

Rooms(s) _____

Equipment needed: _____

- Away from Church? Address: _____



Draw your set-up above.

V. Childcare Arrangements Needed?

- Yes
 No

How many children are expected in each age group? –
___ 0 – 24 months ___ 2 – 5 year olds ___ 1 – 5 grade

VI. Church Van Needed?

- Yes
 Not Needed

Leaving _____ (Date & Time)

Returning _____ (Date & Time)

Driver's Name(s) _____

VAN USE: Call the church office well ahead of time to make arrangements to pick up van keys. **Please remember to return the van full of gas, swept and cleaned out.** Thank you!

DRIVERS: Please note that our insurance require all drivers of our vans to have a CDL or Chauffeur's license, or have passed a 4 hour defensive driving course. If you drive your own vehicle on church activities, our insurance will require you to carry minimum liability limits of \$100,000 bodily injury per person, \$300,000 bodily injury per accident, and \$100,000 physical damage.

VII. Event Approval _____ Administrator

- Custodian assigned: _____
 Sound personnel assigned: _____
 Placed On Computer Calendar?