

**Member Use Request**

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_  
Ministry date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Attendance #:\_\_\_\_\_\_\_\_  
Ministry type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Name/Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ABC Ministry :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Daytime Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event details Notes:**

Start time: \_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_   
Set up time: \_\_\_\_\_\_\_\_\_\_ Tear down complete: \_\_\_\_\_\_\_\_\_  
Fee due: \_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit due: \_\_\_\_\_\_\_\_\_\_\_\_   
Total due: \_\_\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*

□ *Gym* □ *Gym & Kitchen* □ *Youth Center* □ *Sanctuary*

**Media Needed- for churchwide events ONLY – all other events are at the discretion of media/staff and at your expense**

□ *Microphone* □ *Computer* □ *Video* □ *Other: \_\_\_\_\_\_\_\_\_\_\_\_*

**Church Vehicle Use**

□ *1 Van* □ *2 Vans* □ *Bus* □ *Drivers(s): # \_\_\_\_\_\_\_\_*

*Departure Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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

□ Worship Bulletin □ Website Front Page Slide

□ Website/Facebook Announcement □ End of Service Video Announcement

□ Pre-Service/TV Announcement Loop □ Marquee

*(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.)*

Media begin date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last date media will run: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What does the announcement need to say?**

NOTE: Acton Baptist Church reserves the right to edit all announcements in order to accommodate the appropriate form of media.

Who? What? Where? When? **Please Note:**

Any changes to any already approved announcement are **Due Wednesday at Noon for Sunday.**

Rev 5/15/2019