



# EVENT REGISTRATION FORM

All events are subject to staff approval and calendar availability. Facilities may only be reserved by church members for personal use or for their immediate family. Church members are responsible for the building and keys.

## EVENT LEADERSHIP

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Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Sunday School Classes/Ministry Teams/Committees Involved: \_\_\_\_\_

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## EVENT DETAILS

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Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Is this a Multiple Date or Recurring Event? Yes \_\_\_\_ No \_\_\_\_

If so, List Multiple Dates/Times: \_\_\_\_\_

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Description/Purpose: \_\_\_\_\_

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Is this a Church-wide Event? (To be publicized in bulletin, etc.) Yes \_\_\_\_ No \_\_\_\_

Location (On or Off Church Campus): \_\_\_\_\_

If on campus, please check specific area(s) needed: Sanctuary \_\_\_\_ Fellowship Hall \_\_\_\_

Welcome Center \_\_\_\_ The Hub (gym/kitchen area only) \_\_\_\_ Building D Kitchen \_\_\_\_

Classroom(s) - please list \_\_\_\_\_

Transportation Needed? Van \_\_\_\_ Bus 1 \_\_\_\_ Bus 2 \_\_\_\_ None Needed \_\_\_\_

Driver 1: \_\_\_\_\_ Driver 2: \_\_\_\_\_

Driver 3: \_\_\_\_\_ Driver 4: \_\_\_\_\_

Audio/Visual Equipment Needed? Yes \_\_\_\_ No \_\_\_\_ If yes, describe: \_\_\_\_\_

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Food Needed? Yes \_\_\_\_ No \_\_\_\_ If yes, provided by or prepared by: \_\_\_\_\_

If provided by church, please note menu: \_\_\_\_\_

Childcare Needed? Yes \_\_\_\_ No \_\_\_\_

Cost? Yes \_\_\_\_ No \_\_\_\_ If yes, note the amount and method of turning in payments: \_\_\_\_\_

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Membership Information Needed? Yes \_\_\_\_ No \_\_\_\_ If yes, specify: \_\_\_\_\_

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Additions Items: \_\_\_\_\_

# EVENT PROMOTION

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All regular, small group specific events are promoted 2 weeks in advance to limit communication overload. All other items will remain subject to space availability in weekly publications.

Begin Promotion On: \_\_\_\_\_

Materials Needed (subject to ministry assistant time constraints): Postcards \_\_\_\_\_ Posters \_\_\_\_\_ Fliers \_\_\_\_\_  
T-shirts \_\_\_\_\_ Tracts \_\_\_\_\_ Other (describe) \_\_\_\_\_  
Sign-up Sheet \_\_\_\_\_ Fields (name, phone, etc.) \_\_\_\_\_

If graphics are needed, please list any ideas or preferences for any of the above materials: \_\_\_\_\_

\_\_\_\_\_  
(All promotional items are handled by our publications/graphics ministry assistant to ensure continuity and quality.)

# TERMS AND AGREEMENT

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As a member of UBC, I understand that by reserving any area of the campus, van, buses or equipment of Underwood Baptist Church, that I will be responsible for those areas and equipment. I will be responsible for acquiring any necessary keys and security codes from the church office. I further agree that it will be my responsibility to insure that all doors will be locked and the alarm system is activated after my event. I will personally be responsible for leaving any areas which I reserve in the order in which I found them before my event. I also understand that it will be my responsibility to enforce church policies concerning dress codes and behavior during my event and also to restrict those attending my event to the areas of the buildings which I have reserved. I understand that only those persons registered with the church office in advance will be allowed to drive the church van or buses due to insurance purposes. I further agree that I will be personally responsible for areas that I have reserved and may be required to compensate the church for damages that occur during my event.

My signature acknowledges that I understand and agree to all the terms listed above, and that I will work to insure that our church property is well cared for during my event.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

UBC Calendar Confirmation: \_\_\_\_\_

Administrator/Staff Approval: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Signed: \_\_\_\_\_

Event Contact Person Notified: \_\_\_\_\_ Ministry Assistant Initials: \_\_\_\_\_