

INTERNAL

EXTERNAL



Alta Vista Facilities Reservation Form

Alta Vista Baptist Church

Name of Applicant: _____ Ministry: _____

Address: _____ City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Function: _____

Date of Function: _____ Anticipated Number of Attendees: _____

Time: Access to Church: _____ Start of Function: _____ Finish of Function: _____

Facilities Required:

- 1 Sanctuary _____
- 1 Fellowship Hall _____
- 1 Kitchen _____
- 1 Nursery _____
- 1 Room # _____

Equipment and Resources Required:

- 1 Sound System _____
- 1 Projector and Screen _____
- 1 TV and DVD player / VCR _____
- 1 Tables _____
- 1 Dishes _____
- 1 Dress Table Cloths _____
- 1 Candelabra _____
- 1 Lift Access _____
- 1 Other: _____

Special Instructions:

***Staff Required:**

- 1 Security/Custodian: _____
- 1 *AV Technician: _____
- 1 *Computer Technician: _____

* Sound System, Projector and Computer may only be operated by Alta Vista Church AV Staff

* Honoraria Policy in effect for functions other than Alta Vista Ministry events. See *Church Facilities Reservation Policy* on reverse.

- All functions must be approved through the Church Office. Approval is dependent on the availability of the room, and custodian, pastoral or security staff, and any other support staff needed to carry out the function.
- The Alta Vista Baptist Church assumes no responsibility for any personal injury or loss sustained while on the premises.

I have read the application and attached policies and agree to comply with the conditions and rates set out herein.

Signed: _____ Date: _____

Authorization (AVB Representative): _____

OFFICE USE:

- 1 Custodian & Kitchen Coordinator _____ Date Notified: _____
- 1 Audio-Visual Committee _____ Date Notified: _____
- 1 CD/Tape Committee _____ Date Notified: _____
- 1 Pastoral Rep _____ Date Notified: _____
- 1 Applicant Notified _____ Date Notified: _____