



Office Use Only

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\_\_\_\_\_

### EVENT & SERVICES REQUEST

Please fill out this form, returning it to the office or by e-mail to [office@msbchurch.com](mailto:office@msbchurch.com). Approval is based upon our church calendar and Communications Policy, available from the office or [msbchurch.com](http://msbchurch.com).

#### CONTACT INFORMATION

YOUR NAME \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
MSBC MEMBER?  Yes  No MSBC MINISTRY NAME \_\_\_\_\_  
ADDRESS if not a member \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

#### EVENT INFORMATION

MSBC CHURCH RELATED?  Yes  No NON-MSBC:  Private  Business  Community  
EVENT NAME \_\_\_\_\_ EVENT DATE \_\_\_\_\_  
LOCATION \_\_\_\_\_ EVENT TIME \_\_\_\_\_  
SET-UP DATE & TIME(S) \_\_\_\_\_ CLEAN UP & EXIT TIME \_\_\_\_\_  
# OF PARTICIPANTS?  Adults  Children \*CHILDCARE PROVIDED?  Yes  No  
*\*Childcare available for church events only. Childcare request must be sent to [msbckids@msbchurch.com](mailto:msbckids@msbchurch.com).*  
PRE-EVENT MEETINGS/TRAININGS:  
DATE(S) \_\_\_\_\_ TIME \_\_\_\_\_ LOCATION \_\_\_\_\_  
RECURRING EVENT:  Weekly on \_\_\_\_\_  Monthly on \_\_\_\_\_  
START DATE \_\_\_\_\_ END DATE \_\_\_\_\_  
MSBC BUS REQUEST:  One bus  Both buses  
BUS DEPART TIME \_\_\_\_\_ BUS RETURN TIME \_\_\_\_\_  
OTHER DETAILS \_\_\_\_\_

#### PUBLICITY REQUEST

SIGN UP REQUIRED?  Yes  No SIGN UP DEADLINE \_\_\_\_\_  
SIGN UP REQUESTS:  Online signup - Please email your link to [office@msbchurch.com](mailto:office@msbchurch.com).  
 Sign up sheets at Information Centers  Other \_\_\_\_\_  
TOTAL COST \_\_\_\_\_ DEPOSIT W/SIGN UP? \_\_\_\_\_  
I AM REQUESTING MY EVENT BE PUBLICIZED THROUGH:  Internal Church Communications  
 Outside Advertising - to be charged to the ministry making this request  
PRE-EVENT MEETINGS/TRAININGS TO BE PUBLICIZED?  Yes  No  
IF YES, RSVP REQUIRED?  Yes  No IF YES, RSVP DEADLINE \_\_\_\_\_  
WORDING TO USE \_\_\_\_\_  
OTHER DETAILS \_\_\_\_\_  
*You may also submit additional information, suggested images, or ideas to [office@msbchurch.com](mailto:office@msbchurch.com).*

### FACILITY & SETUP REQUEST

FELLOWSHIP HALL: Kitchen Use Microphone Projector DVD Player

SANCTUARY: Lord's Supper Table Moved Sound System Video Presentation

MINISTRY CENTER: Sound System Video Presentation

NAME OF PERSON RESPONSIBLE FOR CLEAN UP: \_\_\_\_\_

**Room setup must be submitted no later than one week prior to the event. Please draw a diagram below to include the # of tables and chairs in the position you would like:**

**REQUEST FOR:** COPIES NAME TAGS/LABELS REPORT(S)

DESCRIPTION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL# COPIES/SETS \_\_\_\_\_ DATE NEEDED \_\_\_\_\_ PICKUP LOCATION \_\_\_\_\_

REQUESTS: 2-Sided Color Collated Stapled 3-Hole Punched Cardstock

Light Gloss Thick Cardstock Other \_\_\_\_\_

### NON-CHURCH REQUEST LIABILITY WAIVER – REQUIRED FOR ALL NON-CHURCH RELATED EVENTS

It is understood and agreed that the applicant assumes all of the risk to persons and property which may be connected with the use of the premises, and that the Church will have no liability for personal injuries or property loss/damage or both suffered by any person or persons in connection with such use. The requestor hereby releases the Church from all such liability, and agrees to indemnify the Church, its officers, agents, employees and to hold it and them harmless from any loss (including attorney's fees and court costs) from any and all claims by any person or persons for damage or injury arising from the use of such premises. All non-church related events must adhere to the policies and procedures for building use accompanying this form.

AUTHORIZED REPRESENTATIVE OF NON-CHURCH GROUP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### FOR OFFICE USE ONLY

ADMINISTRATION SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PLACED ON CALENDAR BY \_\_\_\_\_ DATE \_\_\_\_\_

Worship Leader consulted for use of Sanctuary & Worship Center \_\_\_\_\_ (Initial)