



Date of Activity: _____ Date of Request: _____
Activity Coordinator: _____ Phone #: _____
Email Address: _____
Description of Activity: _____
Approximate # in Group: _____

activity request form

(Refer to the backside of this form for Guidelines/Instructions.)

Facilities/Equipment/Transportation

- Is the activity on the church properties? _____
- What facilities are you requesting? (rooms, etc.) _____
- What furniture/equipment are you requesting? (This is for scheduling purposes; you are responsible for set-up. Please be specific.) _____
- If the activity is off the property, is a van* required? _____
Where is the location of the activity? _____
What are the departure/return times? _____ / _____
Who are the drivers? _____

Times (for Open-up/Lock-up/Set-up Purposes)

- Do you have a key to the facility you are requesting? _____
- What time will you/leaders need to arrive prior to the activity? _____
- What are the beginning/ending times of the event? _____ / _____
- What time should the lock-up staff arrive (after you clean up)? _____

Promotional Tools for Your Activity (see backside for details) Please specify which promotional tool(s), and dates, you would like to use. _____

*Van Usage

- The vans hold 15 passengers each, including the driver.
- Driver Training - If the church vans are to be used, drivers must be 25 years old/older and have completed our driving training requirements. Contact Tricia Jones at 376-8455 or triciajones@theridge.org for information about the requirements.

Activity Fees

- Please refer to the Guidelines (backside) for any required fees.

Clean-Up

- You are responsible for clean-up (vacuuming, picking up trash, bagging trash and putting it in the dumpster) and set-up. The rooms should be set back up as they were found, unless otherwise instructed. Please leave the facilities as clean as or cleaner than you found them.

Guidelines/Instructions

Type of Event	Will we schedule the event at church?	Associated fees?	Scheduling on church calendar	Promotional Tools		
				Bulletin anncmt.?	All-church Email?	Events Forum?
Direct Ministry Activities	Yes	N/A	Pending open date	3-4 weeks in advance	Yes	Yes
Weddings/Receptions	Yes	See Wedding Policy	Pending open date	2 weeks in advance	One	Yes
Community [1]	TBD	TBD	TBD	TBD	TBD	TBD
Baby/Wedding Showers	Yes	\$100 [3]	Within 30 days of date	2 weeks in advance	Yes	Yes
Birthdays [2]	No [2]	\$100 [3]	Within 30 days of date	No [2]	No [2]	No [2]
Anniversaries [2]	No [2]	\$100 [3]	Within 30 days of date	No [2]	No [2]	No [2]
Family Reunions/Holiday Events	No	N/A	N/A	N/A	N/A	N/A
Individual Requests [4]	No	N/A	N/A	N/A	N/A	N/A

Notes:

[1] Community Events - (Red Cross, Corps, etc.) - TBD.

[2] Birthdays - exceptions - 5 year anniversary starting at age 75

Anniversaries - exceptions - 5 year anniversary starting at year 40

[3] \$50 is required at the time of scheduling the event, and the remaining \$50 will be due the last weekday prior to the event.

[4] E.g., sports teams (AAU, etc.), "Misc" parties/celebrations, etc.

Other notes:

- Event scheduling is dependent on the participants being members/regular attenders of The Ridge for a minimum of three months.
- An ARF **MUST** be completed and submitted to the church office for an event to be put on the church calendar.
- For Showers/Birthdays/Anniversaries (if approved), these events can be "penciled in" prior to 30 days from the date, but are not guaranteed until the "30 days out" mark.