



475 W Central Avenue, Davidsonville, MD 21035 * 410-798-4868 * www.rtbc.org

MINISTRY EVENT WORKSHEET

- Completed worksheet required at least 2 weeks prior to event

Name of Requestor: _____ **Date Requested:** _____

Type of Event: _____ **Event Date:** _____

Event Time (Start and Stop Time)*: _____ **# of People at Event:** _____

Rooms Requested to Use^:

- | | | | |
|-------------------------------------|--|--|--|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Food Court | <input type="checkbox"/> Training Center | <input type="checkbox"/> Small Breakout room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Children's Wing | <input type="checkbox"/> MS Room | <input type="checkbox"/> Large Breakout Room |
| <input type="checkbox"/> HS Room | <input type="checkbox"/> Young Adult | <input type="checkbox"/> Worship Center | <input type="checkbox"/> Gym/Fellowship Hall |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Sports Field | <input type="checkbox"/> Other _____ |

Requestor's Ministry: _____ **Is this a Recurring Event?** Yes No

Name of Event Coordinator: _____

Event Coordinator Contact Phone Number: _____

E-mail: _____

Description of Event/Event Details: _____

*** Set up for event can begin 90 minutes ahead of start time and all clean up must be done 90 minutes following event conclusion unless an exception is granted by a Pastor.**

^Certain locations for events within the church require adherence to specific policies and guidelines for that area which will be given to the event coordinator for compliance.

Additional Items Needed for Event (please check if needed):

___ **Coffee*:** (please circle one - Full Coffee Bar or Drip Coffee)

___ **Doors:** Which doors do you need to be unlocked?: _____

What time do you need the doors unlocked _____ and locked _____?

___ **Tables and Chairs:** How many tables _____ and chairs _____ needed?

What type of tables do you need? _____

___ **Childcare*^:** How many children and what ages do you expect: _____

___ **Tech Support*:** What type of technical support is needed? _____

___ **Audio/Visual Equipment:** What type of A/V equipment is needed? _____

___ **Keys:** What areas of the building do you need keys? _____

___ **Kitchen # :** Kitchen use purpose? _____

___ **Custodian* :** This person would take care of trash during event and help coordinate clean up after the event is completed.~

___ **Transportation:** ___ Bus ___ Truck ___ Other: _____

* Designates request that may incur a financial charge to the ministry.

^ Any use of childcare requires coordination with Michelle Clow, RTBC's Nursery Supervisor, and adherence to RTBC's Childcare Guidelines. Children ages 17 and under are not allowed to be left unsupervised anywhere in the church building at any time.

Depending on intended usage of the kitchen, RTBC may require a kitchen coordinator to be present which may result in a charge to the ministry.

~ All cleaning supplies are located in the laundry room closet in food court (combo: 4868)

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

Request Submitted By: _____ **Date:** _____

Request Authorized By: _____ **Date:** _____