

# WESTERN AVENUE BAPTIST CHURCH

## Reservation Form for Ministry Related Events

Date of Event: \_\_\_\_\_



Today's Date: \_\_\_\_\_

**Please use separate forms for each day of event**

Name of Group: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time of Event: Begins at \_\_\_\_\_ am/pm Ends at \_\_\_\_\_ am/pm

Time Room(s) should be set up: \_\_\_\_\_ am/pm  
(time building should be unlocked and room(s) set up)

Time to lock building: \_\_\_\_\_ am/pm  
(time event is over and everyone will be out of the building)

Room(s) Reserved: \_\_\_\_\_  
(Please list ALL rooms you will be using)

**Circle the entrance you will be using:**  
Fellowship Hall      Children's Canopy Entrance      Foyer  
Back Canopy Entrance      Side Entrance

**Please note:** For the safety of the school children, during school hours the only entrance that will be open is at the Children's Canopy Entrance

**Name and Phone Numbers for Contact Person**

Name \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Changes due to emergencies may be made up to 10 days before the event.  
All reservations must be approved.

**Room(s) Set Up Information**

Unless otherwise stated, all set-ups will be by the  
WABC Cleaning Service

Number of people you expect at the event \_\_\_\_\_

Number of round tables needed \_\_\_\_\_ Number of Chairs per table \_\_\_\_\_

Number of rectangles tables \_\_\_\_\_ Number of Chairs per table \_\_\_\_\_

Number of extra chairs needed \_\_\_\_\_

\*If needed, please attach a diagram of how you would like the room(s) set up

**Clean-up**

Please straighten all the rooms you use before leaving the event. Place trash in the cans provided, check the room for personal belongings and take all extra food, drinks, containers, decorations, etc. The cleaning service will take out the trash, reset tables, check and clean restrooms, and clean floors.

**Sound and Video**

You must contact the Music Department immediately for a list of available people to open/set-up for sound and video. Call the church office, 704-872-4139, and dial or ask for Rodney at ext. 208 or Linda at ext. 209.

Notes:

**For Office Use Only:**

Cleaning Service (fax) \_\_\_\_\_  
Cleaning Service (church) \_\_\_\_\_  
Custodian \_\_\_\_\_  
Kitchen \_\_\_\_\_  
Preschool Department \_\_\_\_\_  
Music Department \_\_\_\_\_  
Ministry Scheduler \_\_\_\_\_  
Other \_\_\_\_\_

Open and Close Rooms and Buildings: Southpark _____ Custodian _____
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Date of Event: