

Church Event Booking Policy

Please read before booking events for the church calendar.

This will help make the process go much more smoothly for everyone involved.

Before you book, please be aware that:

- Until such time that we have a full-time staff member responsible for our facilities, if your booking is at a time when no one else will be here, and you do not have keys and an alarm code for the space you need, it is your responsibility to make arrangements with someone who has keys to open and close for you. You may wish to start by checking with your event attendees to see if any of them would be able to let you in and lock up afterwards.
- You are responsible for moving and setting up any furniture that needs to be moved and returning the furniture to its original location after you finish.
- If you are booking vehicles for off-campus church events, once the booking is confirmed, it is your responsibility to contact the Transportation Ministry Coordinator to make arrangements for qualified driver(s) and vehicle service. Since our vehicles are currently kept at private homes, you will also need to make arrangements with the host family to pick up each vehicle you plan to use. The church office can supply the usual locations of each vehicle. Vehicles should be returned with gasoline. You can turn in a check request form with your receipt for reimbursement.
- If your event conflicts with another church event, (even if the facility space is available), events will be booked on a first come basis. An event may be conflicting when it will not serve the best interests of another event previously booked.

Booking Procedure:

1. Before you begin, please check the events calendar on the website to see if the schedule looks clear for your event. **This does not guarantee that the space you wish is available**, because it does not reflect all behind-the-scenes space usage, or events in the process of being booked. If the space and times you want are not available, we will e-mail or call you to discuss alternatives. If the event is booked, we will e-mail you a confirmation.
2. Please complete a separate form for each solo event or each set of recurring events. Recurring events will be booked in seasonal blocks for each trimester to prevent discontinued events from still appearing on the calendar. Trimesters are Fall (September-December), Spring (January-May), and Summer (June-August). If your event will run longer than a trimester, you will need to renew the booking about 1 month before the new trimester begins. Exceptions to this are established events which run annually for the school year, such as Awana and MOPS. These may be booked for both trimesters at the same time.
3. Complete the form with **all** details that apply. You will be asked specific information for the event itself, and also for set-up and clean-up/tear down. **Dates, and start and end times** for both the event and any set-up and tear-down/clean-up times **are required**. Your event(s) cannot be booked without them. If you are unsure of those dates and/or times, enter something, and mark the detail as tentative.

Revisions to both firm and tentative details may be made as the space is available, so get your details set as early as possible. Changes to an event should be made no closer than 2 weeks from the event, or earlier (depending on the event type), to allow for proper notification of the congregation. Make changes and/or change the status from tentative by calling the church office at 602-237-4885, or e-mailing both lbc@laveenbaptistchurch.org, AND admin@laveenbaptistchurch.org.

Laveen Baptist Church Event Booking form:

Name of person booking event: _____

Contact information for person booking event: _____

This is a: Laveen Baptist Church event private, non-LBC sponsored event

If this is a church event, for what program or ministry is it being booked? _____

Name of event: _____

Your booking is for either a one-time event, or a recurring event.

If this is a one-time event, please complete the following:

Event Date: Month _____ Date _____ Year _____

Mark this date as tentative

Event Start time: _____ AM PM

Mark this time as tentative

Event End time: _____ AM PM

Mark this time as tentative

If this is a recurring event, please complete the following:

Event start date: Month _____ Date _____ Year _____

This event will happen

Weekly on: the same day of the week as the start date

Once a month on:

The same date each month as the start date

Or

the 1st, 2nd, 3rd, 4th, or last (4th or 5th)

Sunday, Monday, Tuesday, Wednesday,

Thursday, Friday, Saturday of each month

Or

Describe recurrence in detail: _____

Event Start time: _____ AM PM
 This is a tentative time

Event End time: _____ AM PM
 This is a tentative time

If there are exceptions to the regular schedule that you are currently aware of,
please explain them here. _____

(If variations come up as the calendar progresses, please notify us as soon
as possible.)

The booking for this recurring event will end:
 Book this for 1 trimester
 Fall Spring Summer
 Exact date of last session Month _____ Date _____ Year _____
 As booked through (Last month of booking) _____

This event is either on or off Campus

If on campus:

Space needed (Please check **all** that apply)

Worship Center (Building A)

- All of space
- Room A-1 Choir Room
- Room A-2 Cry Room

Church Life Center (Building B)

- Room B-1
- Room B-2
- Room B-3
- Room B-4
- Room B-5
- Room B-6
- Room B-7
- Room B-8
- Room B-9
- Room B-10
- Room B-11
- Central Hall
- All of space

Youth Ministries Center (Building C)

- Assembly Hall
- Room C-1
- Room C-2
- Kitchen
- All of space

Outside on grounds and/or in parking lot

If Set-up is needed:

Start Time: _____ AM PM

End Time: _____ AM PM

What equipment is needed?

Tables

Number of round needed: _____

Number of 5 foot needed: _____

Number of 7 foot needed: _____

Chairs

Number of adult size needed: _____

Number of children's size needed: _____

Kitchen equipment

Please list: _____

Audio/Visual Support: Complete an Audio/Visual Support Request

Clean-up/Tear -down

Start time: _____ AM PM

End time: _____ AM PM

If off campus, is church transportation needed? Yes No

If yes, how many vehicles do you need? 1 2 3 4

If you have a preference, which vehicle(s) do you wish to use?

Van 1

Van 2

Van 3

Van 4 (mini-bus with lift)

Departure time: _____ AM PM

Anticipated return time: _____ AM PM