



MINISTRY ACTIVITY + FACILITY USAGE FORM

Request must be submitted at least two weeks prior to the proposed date of the activity. No publicity may be released until final approval of an activity. Return this completed form to the Pastor of Ministries or fax to (504) 899-7454.
Form will be processed within 2-3 business days.

Ministry Name: _____

Activity Description: _____

Date(s) Requested: _____ Time (AM/PM): _____

Frequency of need: One time Monthly Weekly Daily Several Days

Mon Tue Wed Thu Fri Sat Sun

Location Requested: Morton Hall Meeting Room Gundy Chapel Main Sanctuary

Estimated Attendees: _____ Will any food or drink be served? Yes No

Special Equipment Requested: _____

I accept full responsibility for the facility and equipment requested above during the period in which the above Ministry will be using said item(s)/facility. Any damages or malfunction will be reported immediately.

Ministry Representative/Leader: _____

Telephone Number: _____ Email Address: _____

Signature: _____ Date: _____

Reviewed by Overseers: _____

(Please Print and Sign for large event only. Note: Overseer Signature not required for meetings.)

FOR OFFICIAL USE

Date: _____ Approved by: _____

Denied by: _____

If denied, reason for denial: _____

FULL GOSPEL BAPTIST CHURCH

WE ARE PROUD TO BE A