

**Offsite Event Form** (This form is to be completed in order to inform the church office and staff about church activities or events that occur offsite and do not utilize church building facilities)

This is a REVISION of a previously submitted form.

Event:	Event Date(s):		Event Start Time:	Event End Time:
Group Applying:	Contact Person:		Phone:	Today's Date:
Contact Person's e-mail address:				

Has the kitchen committee been contacted to coordinate kitchen use? Yes  No

Are additional services or equipment required of the church to support this event? (If yes, please complete a Building Use Service/Equipment Request Form.) Yes  No

**POLICY INFORMATION:** Reservations are **not** set until approved and entered on the calendar.  
1. Request should be submitted **one month** ahead of scheduled event to allow for Church review.  
2. At least one member of the Church shall be designated as the "person responsible" for the activities and conduct of each group or program.

Signature of person responsible/applicant \_\_\_\_\_

Church approval: \_\_\_\_\_ On Calendar \_\_\_\_\_