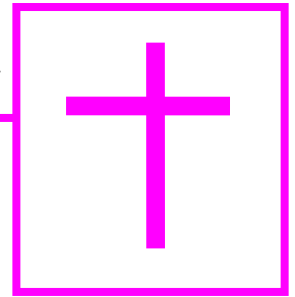


Event and Meeting

Antioch Baptist Church



Reservation Form

268 East Julian Street, San Jose, CA 95112
408.295.0066 Fax 408.295.9536
www.abcsj.org

USE THIS FORM TO SCHEDULE ANY AND ALL MEETINGS, EVENTS AND OTHER ACTIVITIES WHICH USE THE ANTIOCH BAPTIST CHURCH FACILITIES

MEETING/EVENT NAME: _____

DATE: _____ BEGIN TIME: _____ END TIME: _____

NUMBER OF ATTENDEES: _____ WILL FOOD/BEVERAGES BE SERVED: ___Yes ___No

NAME OF GROUP: _____

CONTACT PERSON: _____ CONTACT PHONE: _____

EMAIL ADDRESS: _____

BRIEF DESCRIPTION OF ACTIVITY: _____

- Internal Meeting Member Non-member
 This is a change or cancellation request

FACILITY REQUESTED (check all that apply—indicate first and second choice):

- | | | |
|--------------------------|---------------------------|--------------------------|
| ___ Kitchen | ___ Fellowship Hall (All) | ___ Fellowship Hall Rm A |
| ___ Fellowship Hall Rm B | ___ Fellowship Hall Rm C | ___ Fellowship Hall Rm D |
| ___ Fellowship Hall Rm E | ___ Fellowship Hall Rm F | |
| ___ Parking Lot | ___ Narthex Lounge | ___ CW Washington Room |
| ___ Sanctuary including | (___ Sound System) | (___ Baptism Pool) |
| ___ Nursery | ___ Classroom 1 | ___ Classroom 3 |
| ___ Classroom 5 | ___ Classroom 7 | |

~~~~~  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Div/Dept Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**DO NOT MAKE ENTRIES ON THIS SIDE OF DOCUMENT  
FOR OFFICE USE ONLY:**

**MEETING STATUS:**

First Request       Change Request       Cancellation Request

**APPROVALS:**

Deacon Board: \_\_\_\_\_ Date: \_\_\_\_\_

Deacon Assigned: \_\_\_\_\_

Trustee Board: \_\_\_\_\_ Date: \_\_\_\_\_

Worship (if necessary): \_\_\_\_\_ Date: \_\_\_\_\_

Kitchen Committee (if necessary): \_\_\_\_\_ Date: \_\_\_\_\_

Contact Notified: \_\_\_ Yes \_\_\_ No

Copies Distributed: \_\_\_ Yes \_\_\_ No

Calendar Updated: \_\_\_ Yes \_\_\_ No

Calendar Committee: \_\_\_\_\_ Date: \_\_\_\_\_



**NOTIFICATION/FACILITY ASSIGNED:**

Location assigned: \_\_\_\_\_

ABC Deacon Contact: \_\_\_\_\_

Activity Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

**COPIES TO:**

Deacon Board                       Trustee Board                       Worship Chair

Kitchen Committee                 Pastor                                 Secretary

Sound Dept.                         \_\_\_\_\_                                 \_\_\_\_\_

Activity Approved

Activity Not Approved

## **Event and Meeting Reservation Form - Instructions and Process**

### **PROCESS:**

To submit a request for use of facilities or to schedule a meeting, please complete this form and submit it to the calendar committee. If this is an internal function, please have the division/department chair sign the form PRIOR to submission. You will receive written notification within 7 days of submission.

Your written notification will indicate if the activity is approved, the facilities assigned to your activity and the Deacon responsible for providing your access to the facility.

### **INFORMATION:**

The use of Antioch Baptist Church, facilities and properties are by written permission only. The ministries and members of Antioch Baptist Church are given first priority.

Any person/group who has goals, ideals, beliefs, purpose or activities are in conflict with the Word of God, Antioch Baptist Church, American Baptist Churches of the West, or that violate city, state or federal laws will not be allowed use of the facilities.

### **FEES:**

Fees for activities will be \$100 for members and \$400 for non-members. This fee is subject to modification as determined by the Trustee Board. Only the facilities indicated on the request form as approved will be available for use at the time of the activity. If this is a non-church function, please attach a check payable to Antioch Baptist Church at the time of the request.

### **RESTRICTIONS:**

The Church is not available on Sundays, Wednesdays, Saturdays before the first Sunday, Holy Week (week prior to Resurrection Sunday), Christmas Week and Christian Holidays.

There is no Smoking and no Alcoholic beverages allowed in or around church property at any time. No food or beverages are allowed in the sanctuary. Setup and cleanup are the responsibility of the person using the facility under the direction of the Deacon in charge. All money collected during the event are for Antioch Baptist Church.

Facilities are expected to be left in the same condition in which they were provided. Excessive debris, dirt or damage will incur additional charges. Any damage to Antioch property is the responsibility of the person or group requesting the facility. Antioch is not responsible for lost, stolen or damaged personal articles or property.