

HARVARD AVENUE BAPTIST CHURCH
Activity Request Form

Make reservations at least **five working days in advance**. Please check availability of the facility by calling 479-524-5176, before filling out this form. Harvard Avenue Baptist Church reserves the right to deny any request for facility usage.

Date of Activity _____

Date Request Submitted _____

Name of Activity _____

Activity Coordinator _____

Phone Number _____

E-mail Address _____

Address _____

City _____ State _____ Zip _____

The Time Facility Needs to be Set Up _____

Facility or Room(s) Needed _____

Actual Start/Stop Times for the Event _____

Anticipated Attendance _____

Check All Equipment Needed:

PA System TV/VCR Cart LCD Projector
 Screen Overhead Other _____

Number of Tables & Type _____

Number of Chairs _____

(On reverse side of form, draw diagram of how room(s) are to be set up)