

**OAK PARK CHRISTIAN CENTER  
ACTIVITY REQUEST FORM**

*For On-Site\*\*\* and Off-Site Events*

2073 Oak Park Blvd., Pleasant Hill, CA 94523      925-934-3056      925-934-6559 (fax)

Note: Activity requests must be approved by your Department Head and submitted to the Office Manager (to check the master calendar) at least one week prior to Tuesday Staff Meetings. Office Manager will contact you if there is a calendar conflict. **Events not sponsored by OPCC must provide proof of liability insurance, naming Oak Park Christian Center as additional insured.** Please make a copy of your application once it is completed, for your reference and information. \*\*\*For ON-SITE events please fill out both sides of this form.

Your Name \_\_\_\_\_ Phone # \_\_\_\_\_ Today's Date \_\_\_\_\_

**Activity Information**

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Alternate dates \_\_\_\_\_ Set up Time \_\_\_\_\_ AM/PM Clean up Time \_\_\_\_\_ AM/PM

Is this an ongoing event?  Weekly  Monthly (Explain) \_\_\_\_\_

Name of Event \_\_\_\_\_

Brief Description of the Event \_\_\_\_\_

Sponsoring Ministry/Dept./Person/Group \_\_\_\_\_

Person Responsible for Event \_\_\_\_\_ Phone \_\_\_\_\_  
(daytime) (evening)

Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
(required for outside groups only)

Fax # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Who is responsible for clean up? \_\_\_\_\_ Phone \_\_\_\_\_

Estimated # of Participants \_\_\_\_\_ Estimated # of Cars \_\_\_\_\_

Is childcare provided at your event? Y N (Office Use: What room(s) will be used?) \_\_\_\_\_  
(Ministry leaders are expected to open childcare room(s) for the attendant)

**Bulletin/Internet Advertising** (give description of the event as you would like it to read—be sure to include cost, if any, if childcare is provided, who the event is for, where the event will be held, etc.) Items may be edited for space requirements. **Please call the office by Wednesday before you want the item to appear in the bulletin.** Ministries are responsible for advertising and distribution. If you need office assistance for mailings, please give two weeks notice.

**Date of bulletin announcement** \_\_\_\_\_

Office Use: Submitted for publicity \_\_\_\_\_ Key Provided \_\_\_\_\_

**Vehicle Reservation:** Honda Pilot \_\_\_\_\_ 15-passenger \_\_\_\_\_ (requires approved driver and/or appropriate license)

I will need to reserve the vehicle(s) from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM on \_\_\_\_\_  
(date)

**Approval:** Department Head \_\_\_\_\_ Master Calendar \_\_\_\_\_ Senior Pastor \_\_\_\_\_

**Set up/take down/lock up/clean up will be coordinated with the Office Manager:** Trash should be disposed of in the outside dumpster. Office Use: arrangements for set up and/or take down, clean up and lock up \_\_\_\_\_

**Facilities/Equipment For Your Event:** Gym\_\_\_\_ (gym shoes only) Gym \_\_\_\_ (banquet seating for 320)  
Gym \_\_\_\_ (lecture seating for 500) B15 \_\_\_\_ (dining for 64) B15 \_\_\_\_ (lecture for 80) Choir Rm. \_\_\_\_ (seating for 50)  
Children’s Ministry Center\_\_\_\_ (seating for 120, dining 64) CMC 4 \_\_\_\_ (childcare for older children) C18 \_\_\_\_  
CMC 7 (for adults) \_\_\_\_ CMC11 \_\_\_\_ Worship Center \_\_\_\_ Conference Rm. \_\_\_\_ Bldg. D\_\_\_\_ (table seating for 48)  
Building D \_\_\_\_ (seating for 60) Youth Rm \_\_\_\_ Nursery \_\_\_\_ Kitchen \_\_\_\_ Refrigerator \_\_\_\_ Freezer \_\_\_\_  
Dishwasher \_\_\_\_ Outdoor BBQ \_\_\_\_ Round Tables # \_\_\_\_ Rectangle Tables # \_\_\_\_ Chairs # \_\_\_\_  
Podium \_\_\_\_ Gym Modular Stage \_\_\_\_ Badminton # of courts \_\_\_\_ Volleyball # of courts \_\_\_\_  
Scoreboard \_\_\_\_ Basketball # of courts/hoops \_\_\_\_ Bleachers \_\_\_\_ Is Audio Required? Y N  
Portable Sound System \_\_\_\_ Microphones (how many) \_\_\_\_ CD \_\_\_\_ DVD \_\_\_\_ TV \_\_\_\_ PowerPoint \_\_\_\_  
Large Trash Containers \_\_\_\_ Gym Restrooms \_\_\_\_ Office Use: Technician(s) \_\_\_\_

**Kitchen/Supplies:** If booking the kitchen, you will be contacted one month prior to your event by Dan Smedley to confirm your needs. All equipment used must be cleaned and put away, not left on the counters. If the refrigerator is used, take all items with you following your event. Please list supplies needed for your event, i.e., paper dinner plates, dessert plates, plastic utensils, napkins, etc. Only white plastic round and rectangular table covers will be stocked.

List any church cookware and/or kitchen equipment you will use: \_\_\_\_\_

Is Food Being Served at Your Event? Y N If yes, please explain: for example, We will be serving pizza during our rehearsal in the worship center. We will set up a table just for that purpose.... \_\_\_\_\_

Is Event Catered? Y N Name of Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Who will open the building? \_\_\_\_\_ Phone number \_\_\_\_\_

Who will secure the building? \_\_\_\_\_ Phone number \_\_\_\_\_

**Supplies/Equipment/Technicians:** If your event and/or set up requires scissors, tape, pens, etc., these must be provided by your group. **The office does not provide these items. If audio/video equipment is required, trained staff will be scheduled to operate equipment.** OPCC does not have internet access in all rooms.

Other Requests/Comments \_\_\_\_\_

Office Use: Application provided to Bldg. Mgr. \_\_\_\_ Audio/Video Supervisor \_\_\_\_ Insurance Provided \_\_\_\_  
Childcare \_\_\_\_ Set up \_\_\_\_ Tear Down \_\_\_\_ Air Conditioning/Heat \_\_\_\_

Rental Fees Y N \$ \_\_\_\_\_ Technician Fees \$ \_\_\_\_\_ Custodian \$ \_\_\_\_\_