



CALENDAR / SPACE REQUEST
FIRST BAPTIST CHURCH
PARIS, TENNESSEE

Request Prepared on
Request Received on
Deposit Received on

Procedure: This form MUST be completed and approved by the Staff before ANY meeting can be scheduled on the church calendar. Submit the form to the church office by Friday noon for action by the Staff the following Tuesday. Fees for use of facilities, custodians, and food service staff should be made to "First Baptist Church" and channeled through the church office.

ACTIVITY

Age Group Number Expected

Beginning Day Date Time

Ending Day Date Time

Space Needed

Sound System Needed () Yes () No Audio Tape of Service () Yes () No

Church / Sunday School Member Responsible Phone

Staff Representative Signature

Food Service Needed () Yes () No Hostess Arrangements by

Type of Food Service Bill paid by

Preschool Care Needed () Yes () No List to office by

Set-Up Needed by Date Time Cleanup can begin Day/Time

Transportation Needed () Yes () No For how many?

Departure Time Arrive Back at FBC at what time?



OFFICE USE ONLY

Calendar Clear () YES () NO Approved by Date

FACILITY SET-UP REQUEST
FIRST BAPTIST CHURCH -- PARIS, TENNESSEE

ACTIVITY NAME: _____

Beginning Day: _____ Date: _____ Time: _____

Additional Days (describe): _____

Space or Room Needed: _____

Responsible Person: _____ Phone: _____

Staff Contact: _____

Set-Up Needed by: _____
Date Time

Staff Clean-up? _____
Yes/No

Clean-up Can Begin: _____
Date Time

Audio/Visual Assistance? _____
Yes/No

Ushers Needed? _____
Yes/No

Bulletin Board Coordinate? _____
Yes/No

Staff Unlock? _____ Time: _____
Yes/No

Staff Relock? _____ Time: _____
Yes/No

Describe Areas or Doors to be Unlocked:

Keys Issued To (individual's name & key numbers): _____

Set-up Diagram and /or Special Instructions: