

ROCKFORD BAPTIST CHURCH

EVENT APPROVAL FORM

Special Church events must be submitted to the Elder board for approval. Private/personal events that are not churchwide affiliated, cannot be promoted or announced through the Church media systems. Personal use of Church facilities does not require Elder approval but does require application through the Church office.

Name of person making request: _____

Date of Event: _____ Time of Event: _____

Title of Event: _____

Description of Event:

Where will event be held:

What RBC facilities/equipment will be needed:

Sponsoring Committee: _____

How does this represent Christ in the community?

Signature | Person making request

Date

☐ APPROVED

☐ DENIED

Signature | Elder Representative

Date

NOTES: