



Simpsonville Baptist Church  
PO Box 56  
7208 Shelbyville Road  
Simpsonville, KY 40067  
502.722.5246

## Facility Request Form

### Instructions for online submission:

Please type in all of the information on this form. Once it is completed, save the file and send it as an email attachment to [angie@simpsonvillebaptist.com](mailto:angie@simpsonvillebaptist.com). Please place "**Facility Request**" in the subject. Before sending, please delete this first instruction page and only send the second page with the information on it.

You may also print this form and turn it in to our church secretary.

---

### To All Applicants:

- This form is only for requesting usage of our church facilities.
  - Facilities may only be reserved by church members.
  - Filling out this form does not guarantee the room(s) will be available.
  - The church staff will review all submissions.
  - All forms must be submitted to the church office at least 2 weeks prior to the desired room usage date.
  - Room(s) may not be requested more than 3 months in advance in order to provide all ministries an equal opportunity to reserve space, unless the event uses the entire church campus and requires an earlier reservation.
  - It is the responsibility of you and/or your ministry to return the room(s) back to their original state. Not doing so may affect future opportunities for usage.
-

**Name:**

**Phone Number:**

**Email:**

**Date submitted:**

**Rooms requested:**

**Date and time rooms are needed:**

---

Please provide the reason for room(s) request. Also explain in specific detail what items are needed and why so the staff can ensure the items are available for your event. A checklist is provided at the bottom, but information about their usage will still be needed.

---

**Items needed: (Please indicate number needed)**

**Tables:**

**TV:**

**Chairs:**

**DVD/VCR:**

**Projector:**

**Audio system:**

**Kitchen:**