



Trinity Baptist Church

Private Event Scheduling Form

P.O. Box 593
108 Loftin Ln.
Pauls Valley, OK 73075

O. 405.238.3531
tbcpv@sbcglobal.net

Use this form to request a date to be added to the master church calendar. If there is a conflict with the date or arrangements, you will be contacted.

Today's Date: _____

Date of Event: _____ Beginning Time: _____ Ending Time: _____

Nature of group sponsoring the event: _____

Is this event a church-related activity? yes no

Person in charge of event: _____

Phone (work/home): _____ Cell: _____

Address: _____ City: _____ State: _____ Zip: _____

What parts of the church facility are you requesting to use?

Entire Church: yes no

Activities Center: yes no

Sanctuary: yes no

Kitchen: yes no

(NOTE: separate arrangements are needed for kitchen use.)

Nursery Facilities: yes no

(NOTE: separate arrangements are needed for nursery use.)

Approximate number of guests: _____

Equipment requested: _____

I have received a copy of the building policies and agree to abide by the policies stated therein.

yes no

Signature _____

FOR OFFICE USE ONLY

Date approved: _____ By: _____

Entered on Church on: _____ Total Fee: _____

Custodial or lock-up arrangements: _____