

CALENDAR/FACILITIES REQUEST FORM - Unity Baptist Church

[FACILITIES OR VANS USE MAY ONLY BE REQUESTED BY A CHURCH MEMBER]

All functions by any age group will be reviewed by the Church Staff. **If there are no conflicts, the event will be calendared.** If there is a conflict, the requesting person will be notified. The Church reserves the right to decline use of facilities or vans for any event or purpose that may potentially be inconsistent with its mission statement or beliefs. **This form must be COMPLETELY filled in and returned to the church office to begin the calendar process.**

NAME OF FUNCTION: _____

(please fully describe function or usage on the back of this form)

Day of Sun Mon Tue Wed Thu Fri Sat

Date of Function: _____ thru _____

Week:

Function Times: _____ to _____

Repeating Event? NO YES *(frequency)* _____

Set-up Date: _____ Set-up Times: _____

(end date) _____

All events held on a Sunday cannot Set-up or Start until the AM Worship Service is finished.

Estimated Number of Participants *(helps with determining room assignment)* _____

Requesting Organization: _____

Requesting Person: _____ Daytime Phone #: _____

Email: _____

PUBLICITY: ___ Sunday Bulletin *(attach message)* ___ Newsletter *(attach message)* ___ Weekly E-News *(attach message)*

FACILITY REQUEST: Sanctuary Youth Area Choir Room Conference Room Mission House

Kitchen Family Life Center - [seats 225] *(complete Setup Information on the back of this form)* →→→→→→→→

Sound System **Media Projection** *(the highlighted services may require a fee)*

Main Building Rooms *(specify)* _____ _____ _____

Preschool/Children's Area *(specify)* _____ Outside *(specify)* _____

If not on church property, where? _____

Kitchen/Fellowship Hall Request by Sunday School Class

If this event is a class party/fellowship, then your class will be responsible for the Setup, Cleanup & Return of the building/room to its original condition.

You will be required to: ~setup for your event, ~clean up after your event, ~take ALL trash out to the dumpster, ~return room(s)/facility to original setup, if needed.

Initial you have read _____

On the back of this form, please diagram the room layout you would like to have for your activity. →

EQUIPMENT/SUPPLIES:

TV TV/DVD Player Projection Screen Projection System *(you will need your cords)*

6' Round Tables _____ 8' Round Tables _____ 6' Rectangular Tables _____ 8' Rectangular Tables _____

Paper Goods *(specify)* _____

Supplies from Kitchen needed *(specify)* _____

Other *(specify)* _____

VAN USE REQUEST (Circle one):

Grey Van (10+driver) Key picked up _____ Signature _____ Key returned _____

White Van (10+driver) Key picked up _____ Signature _____ Key returned _____

***PLEASE NOTE: In the event of a cancellation or change (time, location, etc.)
please contact the Church Office A.S.A.P.***

Initial you have read _____

KEY REQUESTS:

MISSION HOUSE - Key picked up _____ Signature _____ Key returned _____

MAIN BUILDING - Key picked up _____ Signature _____ Key returned _____

KITCHEN - Key picked up _____ Signature _____ Key returned _____

EQUIP. ROOM - Key picked up _____ Signature _____ Key returned _____

CONFERENCE - Key picked up _____ Signature _____ Key returned _____

This area below is for:

Repetitive Dates, Message for Ad or Draw your room setup diagram here, or notes for the office/setup: