

FIRST BAPTIST CHURCH CALENDAR RESERVATION and FACILITIES REQUEST

New Request Change (Original Date _____) Cancel Event

Event: _____ Event Date: _____

Sponsoring Ministry: _____ Contact Person: _____

Phone: _____

Date Submitted: _____ Person Submitting Form: _____

Day of Event (circle): S M T W T F S Number of People Expected: _____

Event Begins: _____ a.m. p.m. Event Ends: _____ a.m. p.m.

Set-Up Date: _____ Time: _____ a.m. p.m. Departure Time: _____ a.m. p.m.

On Campus Off Campus Will this be a recurring event? Yes (If yes, please specify dates and times below.) No

Date: _____ Begin Time: _____ a.m. p.m. End Time: _____ a.m. p.m.

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Comments: _____

Sanctuary Chapel Stanton Hall Mission's Room AWANA Room Music Suite Nursery Rooms

Education Bldg Kitchen (Access only) Kitchen (Food Service Requested) Bus

Other Rooms or Space: _____ Room Number _____

Note: Space is provided on the back of this form for a sketch of the room set up.

CHILDCARE REQUEST

Childcare request form required 1 month prior to event.

If you desire childcare by the Church, you must make all arrangements for childcare with the Children's Pastor before making any advertisement or announcement that childcare will be available. You do not have childcare provisions or access to the Preschool area until those arrangements have been completed. It is your responsibility to make the arrangements. You must use a minimum of two church approved workers for a minimum of two hours. There may be a charge of \$12 per hour.

We request childcare: Yes No Childcare plans approved by: _____

Estimated number of preschool age children: _____ Estimated number of grade school age children: _____

SUPPORT SERVICES NEEDED

TV TV/VCR Audio/Visual Microphone(s) _____ # needed CD/Cassette Player Sound System Piano

Overhead Projector Usage of Church tablecloths (\$14.50 each). Replacement fee for damaged tablecloths \$35.00.

Use of table skirts (\$15.00 each) Other Supplies or Services: _____

Note: Fees must be received in the church office prior to an event being scheduled on the Church calendar.

OFFICE USE ONLY

Approved By: _____ Date: _____

Signature

Entered on calendar by: _____ Date: _____ Notified on: _____

CC: _____

INSTRUCTIONS FOR FILLING OUT CALENDAR RESERVATION FORM

1. The person primarily responsible for coordinating the event should fill out this form.
2. This form must be filled out completely in order to be considered for approval. If you have any questions, please ask the office manager.
3. If your event requires childcare, kitchen use, or support services, please submit this form 2 weeks before the event.
4. If you are requesting childcare, please estimate the approximate number of preschool and grade school age children needing care at the same time you submit the Calendar Request form. The form will then be given to the Director of Preschool Ministries to make arrangements and obtain childcare approval. Once the event and the childcare have been approved, you must also fill out a Childcare Request Form located in the church office and submit it at least two weeks prior to the event.
5. Calendar requests are reviewed weekly. If there are no conflicts and the request is approved, the event will then be put on the Church Calendar.

DRAW SPECIAL ROOM ARRANGEMENT NEEDS BELOW