

**FIRST BAPTIST CHURCH CALENDAR RESERVATION and FACILITIES REQUEST**

New Request       Change (Original Date \_\_\_\_\_)       Cancel Event

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Sponsoring Ministry: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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.

Date: \_\_\_\_\_ Begin Time: \_\_\_\_\_ a.m. p.m.    End Time: \_\_\_\_\_ a.m. p.m.

Comments: \_\_\_\_\_

Sanctuary     Chapel     Fellowship Hall     Mission Room     Multi-purpose Room     Children's Activity Room (AWANA)

Music Suite     Nursery Rooms     Education Building     Kitchen\* (Access only)     Kitchen\* (Food Service Requested)

Bus (1-25 people; Driver: \_\_\_\_\_)     Van (1-15 people; Driver: \_\_\_\_\_)

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 and approved at least 2 weeks 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: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated number of preschool age children: \_\_\_\_\_ Estimated number of grade school age children: \_\_\_\_\_

**SUPPORT SERVICES NEEDED**

TV     TV/DVD     Audio/Visual     Microphone(s) \_\_\_\_\_ # needed     CD Player     Sound System     Piano/Music

Overhead Projector     Usage of church tablecloths (\$14.50 each). Replacement fee for damaged tablecloths is \$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.*

*If any of these services are being provided by you, describe: \_\_\_\_\_*

**\*PROVISIONS**

Is food/drink being provided:  Yes     No    If yes, provisions will be provided/prepared by: \_\_\_\_\_

Please describe: \_\_\_\_\_

**ADVERTISING**

Do you need this event to be communicated:  Yes     No    If yes, to whom: \_\_\_\_\_ by when: \_\_\_\_\_

How do you want it communicated: \_\_\_\_\_ What do you want said: \_\_\_\_\_

**GUEST SPEAKER/ENTERTAINMENT**

Your speaker/entertainment must be approved by the Church.

Name: \_\_\_\_\_

**OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Entered on calendar by: \_\_\_\_\_ Date: \_\_\_\_\_ Notified on: \_\_\_\_\_

**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. 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. If a Church need arises unexpectedly, the Church reserves the right to offer an alternate date and /or space.
4. If your event requires childcare, kitchen use, advertising, entertainment needs or support services, please submit this form 2 weeks before the event.
5. If you are requesting childcare, this form will then be given to the Preschool /Children’s Pastor to make arrangements and to obtain childcare approval. Once the event and the childcare needs 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.

I, \_\_\_\_\_, have read the above statements and I am submitting the above request.  
Name/signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DRAW SPECIAL ROOM ARRANGEMENT NEEDS BELOW**