

First Baptist Church, Lyman
Calendar/Facilities Request Form

Request from:

Name: _____ Today's Date: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Date requested to be added to the church calendar (mm/dd/yy): _____

Church Function (yes/no): _____ Purpose of Event: _____

Person/Group Sponsoring the event: _____

Times: Set Up: _____ Time of Event: _____ Clean Up: _____

Building Requested:

Sanctuary Fellowship Hall Family Life Center Kitchen

Entire Facility Conference Room Library Other: _____

Will food be prepared and served? Yes No

Will sound equipment be used? Yes No

Who will be the sound technician? _____

Van Requested:

Members of the church will have to be approved through our insurance before they can drive the van.

Who will be your driver? _____

Calendar Request Guidelines *(Please read and sign below):*

- 1. All dates (team meetings, church groups, personal functions, etc.) for First Baptist Lyman calendar must be submitted to the church office by using the calendar/facilities request form.**

- 2. No date will be placed on the calendar until the forms have been submitted and cleared by staff. This will prevent conflicts and any misunderstandings.**

- 3. The staff will review any schedule conflicts. The person making the request will be notified if a conflict is apparent. All event requests are on a first come first serve basis, *however, staff has first choice should an event come up that the facility needs to be used for a church wide purpose and then church members second choice.***

- 4. The person making the request will be responsible for clean-up and having it set back up for upcoming events during the week and for Sunday.**

- 5. The person making the request will be responsible for cleaning tables, taking out trash, sweeping the floor, washing/drying & putting dishes up, clean counter tops in the kitchen before leaving. (Do not leave food in refrigerator or freezer)**

- 6. The person making the request will be responsible in turning lights out and making sure the doors are locked and closed. Return the key to the church office.**

- 7. *I agree to clean up and notify the church office if I become aware of facility concerns.***

Sign: _____ **Date:** _____

OFFICE/STAFF USE ONLY:

Read and Approved by: _____ Date: _____