

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
 Mission House Conference Room Other: _____

Will food be prepared and served? Yes No Will sound equipment be used? Yes No

Who will be the sound technician? _____

Transportation: Van Who will be your driver? _____

Please draw a diagram of the setup below:

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

- 1. All dates (team/committee 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, church members second choice and non-church members have third choice.***

- 4. The person making the request will be responsible for clean up and set up for upcoming Sunday/Wednesday event(s).**

- 5. The person making the request will be responsible for taking out the trash before leaving.**

- 6. The assistant custodian will be responsible for unlocking and controlling the thermostat.**

- 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: _____