

# BUILDING USE & CALENDAR REQUEST FORM

- 1) This form is a **required** document for **ALL Calvary Baptist Church related events, whether on- or off-site.**
- 2) Upon submission, you will be notified if there is a conflict with the date you request.
- 3) Your event will be placed on the church calendar after approval by church staff during staff meeting on Tuesday afternoons.

Today's Date \_\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Activity/Event \_\_\_\_\_ Date of Event \_\_\_\_\_  
Time Event Begins \_\_\_\_\_ Time Event Ends (or close proximity) \_\_\_\_\_  
Recurring Event? \_\_\_\_\_ How Often? (i.e. weekly, monthly, 3<sup>rd</sup> Tuesday each month) \_\_\_\_\_  
Head Host or Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

## LOCATION OF EVENT

- Worship Center  Gym  Fellowship Hall  Atrium  Mall Area  Classroom \_\_\_\_\_  
 Other (list address please) \_\_\_\_\_

## SPECIAL NEEDS

The following categories may or may not apply to your specific needs. **Please check everything you will need:**

### CHILDCARE

- Preschool (birth through Kindergarten)  
 Children (1st through 5th grade)

### FOOD SERVICES

Any group who uses the kitchen areas must clean up before leaving (including washing and putting up dishes/utensils used and taking out trashes).

- Use of Main Kitchen  
 Use of Basement Parlor Kitchen  
 Snacks or Light Meal will be Served  
 Large Meal will be Served

\_\_\_\_\_ Approximate Number of People to be Served

### Media/Technology

Use of sound system and/or projector in the Worship Center or Gym:

- 1) **Require use of a member of the Media Technology Team.**
- 2) **Need for this team must be indicated at this time.**
- 3) **The Church Staff will requisition this team.**

- Worship Center Sound System  
 Gym Sound System  
 Projection  
 Special Lighting  
 Television  
 DVD Player  
 VCR Player  
 Portable Sound System  
 Portable Projection System

Any other sound/video/media requests?  
\_\_\_\_\_  
\_\_\_\_\_

### TRANSPORTATION

- Use of church van

### USE OF TABLES AND CHAIRS

If you would like tables and chairs set up in a specific way, please draw/describe the layout on the back of this sheet.

\_\_\_\_\_ Number of Chairs Needed

- Round or  Rectangular Tables? (Check One)  
 Layout drawn or described on back of this sheet

### EVENT ADVERTISEMENT/PUBLICATIONS

All advertising/promotion will be staff-approved. Feel free to submit any graphics, information, and layout ideas in electronic form.

Date advertising to begin \_\_\_\_\_

- Newsletter (newsletter published 1st of month)  
 Special Mailing or Insert

### Office Use Only

Approved (circle one) YES NO Date \_\_\_\_\_

If No, reason for rejection: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Added to Calendar By \_\_\_\_\_

Date \_\_\_\_\_

Services Required: (Name of Recipient/Date)

\_\_\_ Media/Technology \_\_\_\_\_  
\_\_\_ Childcare \_\_\_\_\_  
\_\_\_ Publications \_\_\_\_\_  
\_\_\_ Setup/Van \_\_\_\_\_  
\_\_\_ Calendar \_\_\_\_\_

Any other information you'd like to share? (you can also use the back of this form)  
\_\_\_\_\_  
\_\_\_\_\_