

Swartz First Baptist Church Calendar/Facility Request Form

(Non-church sponsored event)

Title/Description of event: _____
Name of person making request: _____ Date Request Received: _____
Phone number: _____ Date of Event: _____
Address: _____ Time(s) of Event: _____

Type of Event:

- Wedding
- Birthday Party
- Shower
- Anniversary Celebration
- Other: _____

Facilities Needed:

- Sanctuary
- Fellowship Hall
- Kitchen
- Other: _____
- Reception room
- Other: _____

Please read the following information and sign this form!

Please note the following:

- ❖ The single biggest challenge we face with the multiple use of our facility is clean up and resetting after an event, especially a Friday or Saturday event. It is imperative that space used be thoroughly cleaned and returned to it's original configuration before you leave.
- ❖ If you need the use of any sound equipment you must contact Pam Cloessner at least two weeks in advance.

Confirmation

- ❖ The date and/or facility requested on this form is not confirmed until the church staff has reviewed the request for any conflicts with previously scheduled events. If there is a conflict you will be contacted.

I have read the requirements above.

Signed

Dated