

# Swartz First Baptist Church Calendar/Facility Request Form

Name of person making request: \_\_\_\_\_ Date Request Received: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Address: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_  
\_\_\_\_\_

Type of Event:

Church-sponsored  
Sponsoring organization: \_\_\_\_\_

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. We do not have custodial support on Saturdays, therefore, it is imperative that space used be thoroughly cleaned and returned to it's original configuration before you leave.
- ~ You are responsible for setting up your requested space and returning it back to it's original configuration.
- ~ If you need the use of any sound equipment you must contact Gary Griffith 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 and on the back.

\_\_\_\_\_ Signed

\_\_\_\_\_ Dated