



First Baptist Fort Mill Calendar Request



Explanation: Please complete all information below. It is very important that all information is recorded in order to properly plan our calendar and meet your needs.

Calendar requests must be turned in a minimum of 2 weeks before the event.

→ Requests for church-related events are given priority over non-church events. Fees are charged for non-church events. Fee information may be obtained from the church office.

→ You will receive written confirmation (either email or US Postal service) of approval status from the church office.

NEW REQUEST

Event Date: _____ / _____ / _____ Mon Tue Wed Thur Fri Sat Sun
(circle one)

Time of Event _____ to _____ Actual time needed (set up & take down) _____ to _____

Location: _____

If several dates are requested for on-going events, please complete the following information:

Date From: _____ Date To: _____

Weekly (list day) _____ Monthly (list week # and day) _____

Exception Dates: _____

Name _____

Phone _____ Email _____ Date _____

Event Name _____

Display on Web Calendar ___ Yes ___ No

Number of people expected _____

(check here) **This event involves children in some way. I have read the "Use of Church Facilities" form on the reverse of this form and agree to follow the policies as stated.**

On Site Room Needs: # of tables _____ # of chairs _____

Room to be set up as follows:

If church kitchen is needed for this event (See Kitchen Attachment)

Audio/Visual Needs

TV/VCR/DVD _____

Overhead _____

Projector _____

Computer _____

Sound needs _____

(See Sound Attachment)

Transportation Needs (Vehicle capacity listed)

____ Bus #1 (New Bus) (29 passengers) / Driver _____

____ Bus #2 (Old Bus) (56 passengers) / Driver _____

____ White Van (10 Passengers) / Driver _____

____ Grey Van (10 passengers) / Driver _____

____ Blue Van (10 passengers) / Driver _____

____ Trailer

*** Drivers must have appropriate license and be on the Church's approved drivers list. (See Transportation Attachment)

CHANGE

Event _____

Original Location _____

New Location _____

Old Date _____ New Date _____

Old Time _____ to _____ New Time _____ to _____

CANCEL

Event _____

Location: _____

Date: _____

Time: _____

Date Approved In Staff _____

Approver _____

Use of Church Facilities

When church facilities are needed during non-scheduled hours, the following steps must be followed:

- Submit a Calendar Request form to the church office with the necessary information provided at least 2 weeks prior to the event.
- Wait to receive a written confirmation (either email or US Postal service) of approval status from the church office.
- Make necessary arrangements with the church office for key access to the building.
- Return keys to the church office on the next working day or as arranged with the church office.
- All rooms used for the event must be cleaned and left set up for the next activity to be held there. (This may require a diagram picture from the church office ~ especially for the Fellowship Hall and Lower Auditorium.)

For Children's Activities and/or Childcare

- If this is not a church-wide event, arrangements for children and preschoolers are the responsibility of the person submitting the Calendar Request form. (**see below**) Arrangements will include securing and paying childcare workers.
- *Childcare for the event must be provided by youth/adults who have completed the Screening Process.* These names may be obtained by calling the church office.
- During the activity, all procedures and policies outlined in the Children's Ministry Handbook must be followed.
- The childcare facilities and childcare services are not available for weddings and/or funerals.

** Childcare may only be requested if the parent activity is on-campus. First Baptist facilities may not be requested/used if the adult activity is off-campus (such as a S.S. fellowship in a home). A babysitter list (Winthrop and high school students) may be obtained from the church office for home childcare.