



# 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 calendar 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 \_\_\_\_\_