

**WHEAT STREET BAPTIST CHURCH
REQUEST FOR CHURCH CALENDAR DATE AND/OR FACILITY USE**

*Date Submitted: _____
**(Must be submitted to office nlt 2 weeks prior to your event)*

Event: _____

Contact Person: _____

Phone: () _____

Cleared on Church Calendar by: _____

DATE(S) REQUESTED AND TIME OF EVENTS

Date _____ Time (From) _____ (To) _____

Date _____ Time (From) _____ (To) _____

Complete set-up requested by: (am / pm) _____

Number Attending: _____

Meeting description:

Describe Equipment Needed: Audio Visual/Microphones/Overhead

Projector/Screen _____

COMMENTS

Room Set Up: Please draw a diagram of how you would like the room to be set up on the back of this form and try to be as detailed as possible.

APPROVALS:

Form to Office Staff for Routing

Date/Time approved on Calendar and/or w/Facility Contact by Church Office Staff

Available _____ Not Available _____

Name: _____ Date: _____

Church Administrator: _____ Date: _____

Sexton: _____ Date: _____

Form Returned to Office Staff after Completion of Request

Rec'd by _____ Date: _____