

Request for Event

Revised September 2009

Until further notice, every 2nd Friday of each month is not available.

This form is a requirement for events held on the premises of Bethlehem Baptist Church. Please read checked instructions and then complete information below:

- ✓ If the form is not complete, there could be a delay in your event being confirmed and placed on the church calendar.
- ✓ First come first serve basis. However, in the event there is a conflict, the requests will be given back to requestors to determine among themselves a solution.
- ✓ Once approved the request will be given to Church Secretary to list on the calendar.
- ✓ The Requestor submitting will be notified once it is on the calendar.
- ✓ List date of event and a detailed explanation for using fellowship hall, church sanctuary, or any other portion of the church.
- ✓ Submit to Chairman of Church Council or place in Church Council box located outside Church Office.

Name, Class or affiliation with church:

Contact Information(email and phone):

Explanation of Event - **Include area of church needed:**

Date(s) and Time Needed. List weekday, day of month, and year.

Example: (Tuesday, March 10, 2010 from 9:00 am to 11:00 am)

Signed & Dated by Church Council Chairperson

Signed & Dated by Requestor

Chairman will circle: Approved or Not Approved.