

# Bethlehem Baptist Church - Request for Event

Revised February 2011

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

This form is a requirement for all events held on the premises of Bethlehem Baptist Church. Please read instructions and then complete information below. If necessary the committee will meet with requestor.

**1. Date and Time Requested:**

- **Saturday ONLY** - requests can be no later than 9:00 pm (per Properties Committee)
- **Must arrive and/or leave on time requested.**

**2. First come first serve basis:**

- In the event there is a conflict, (double book) the requests will be given back to requestors to determine among themselves a solution.

**3. Complete Form:**

- If the form is not complete, there could be a delay in your event being confirmed and placed on the church calendar.

**4. Submit:**

- To Chairman of Church Council or place in Church Council box located outside Church Office.

**5. Once approved:**

- Request will be given to church secretary to list on the calendar.

**6. The Requestor submitting:**

- You will be notified once it is on the calendar.

<b>Name:</b> Affiliation With Bethlehem	
<b>Contact :</b> Email And Phone	
<b>Event And Comments:</b> Title Of Event	
<b>Area Needed:</b> Room (s) Needed For Event	
<b>Dates And Times Needed:</b> You Must Arrive And Leave At This Requested Time!	

Signed & Dated by **Church Council Chairperson**

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\_\_\_\_\_

Signed & Dated by **Requestor**

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**Chairman will circle:** Approved or Not Approved.