

Bethlehem Baptist Church - Request for Event

Revised September 2011

-Until further notice, every 2nd Friday of each month, Sanctuary will not be available. Reserved for Gospel Groups.

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.

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

Signed & Dated by <u>Church Council Chairperson</u> _____ _____	Signed & Dated by <u>Requestor</u>
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Chairman will circle: Approved or Not Approved.