

Groveton Baptist Church

Activities, Building Use, and Calendar Coordination

1. The purpose of this form is to document requests and approvals for use of Groveton Baptist Church (GBC) facilities. **No activities in GBC facilities will be officially scheduled without being approved using this form.**
2. Our objectives are to reach people for and teach them about Jesus Christ. All activities should in some way reflect these purposes.
3. In the event of schedule conflicts, alternate dates and/or times will be proposed. Allow at least three days for approval.

Requestor: _____
Name Phone Number

Best Time to Contact you: _____

Date of Request: _____ Email: _____
Month / Day / Year

Sponsoring Group: _____

Date of **Event:** _____
Month / Day / Year Day of the Week Ending Date If Recurring Frequency If Recurring

Time of Event: _____ (Including time for setup and cleanup.)
Start Finish

Type of Activity: _____

Needed **Space:** _____
Number of People Expected GBC Room Names or Numbers

Room numbers if more rooms needed _____

Needed **Equipment:** _____
Tables, Chairs, Sound Systems, VCRs, etc.

Custodian Instructions: _____

Draw the desired table, chair, and equipment locations on the back side of this form.

Child Care Times: _____
From To

Number of Bed babies: _____ Number of Preschoolers: _____

NOTE: Child care services require **two weeks notice** and **confirmation 24 hours before** the event.

Approved by: _____

Date Approved: _____
Printed Name Signature

Year / Month / Day