



CALENDAR / SPACE REQUEST

FIRST BAPTIST CHURCH

PARIS, TENNESSEE

Request Prepared on _____
Request Received on _____
Deposit Received on _____

Procedure: This form **MUST** be completed and approved by the Staff before **ANY** meeting can be scheduled on the church calendar. Submit the form to the church office by Friday noon for action by the Staff the following Tuesday. Fees for use of facilities, custodians, and food service staff should be made to "First Baptist Church" and channeled through the church office.

ACTIVITY _____

Age Group _____ Number Expected _____

Beginning Day _____ Date _____ Time _____

Ending Day _____ Date _____ Time _____

Space Needed _____

Sound System Needed Yes No Audio Tape of Service Yes No

Church / Sunday School Member Responsible _____ Phone _____

Staff Representative _____

Signature _____

Food Service Needed Yes No Hostess Arrangements by _____

Type of Food Service _____ Bill paid by _____

Preschool Care Needed Yes No List to office by _____

Set-Up Needed by _____ Date _____ Time _____ Cleanup can begin _____ Day/Time _____

Transportation Needed Yes No For how many? _____

Departure Time _____ Arrive Back at FBC at what time? _____

Diagram of Set-up Needed

OFFICE USE ONLY

Calendar Clear YES NO Approved by _____ Date _____