

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 _____ Cleanup can begin _____

Date

Time

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 _____