southview
baptist church

CALENDAR/FACILITIES REQUEST

This form is submitted to express intention of holding a church-related event and/or to request the use of the Church Facilities, Transportation, etc.
***Please note:** requests must be made at least 21 days in advance for consideration. The request is not officially authorized until it is approved by the Ministry Connection and Coordination Team.
Requests are reviewed weekly; you will be contacted after your request is reviewed.

PURPOSE for which the facility will be used:

Name of event: _____

Date of event: _____

Date of request: _____

Number of People Attending: _____

Requested Event Start Time: _____

Event Ending Time: _____

Requested Event Set-Up Start Time: _____

Event Clean-Up Ending Time: _____

Responsible Party to ensure the facilities are protected and secured (if applicable), including the individual who will open and close the church and check for proper cleaning and shutting off equipment:

Areas of use being requested:

- ☐ Family Life Center
- ☐ Sanctuary
- ☐ Student Ministry Room
- ☐ Multi Media Room
- ☐ Rooms: (list the numbers of all rooms being requested)

NOTE: The Sanctuary Sound Room, Baptismal Areas, Church Offices, Storage Rooms, and any other areas as designated by the Ministry Connection and Coordination Team are restricted from reservation.

Please check the boxes of all items needed/requested for your event:

- ☐ Audio/Visual
- ☐ Kitchen Use
- ☐ Use of stove or other kitchen appliances/equipment
- ☐ Transportation
- ☐ Advertising (bulletin/website)
- ☐ Web registration
- ☐ Other:

Fees:

Please note that a cleaning fee will be charged for all Weddings, Family, or Outside Group Events. The cleaning fee will vary depending on the size of the event.

Cleaning Fee for this Event: $_____

Deposit Amount $_____

Deposit Paid $_____

Cash/Check # $_____

Paid By: _____

Deposit REF. $_____

Date REF. _____

REF CHK# _____