

Calendar Event | Facility Request Form

The purpose of this form is to help plan, support, and facilitate CBC sponsored ministry events. This form must be completed and turned in to the church office at least two (2) weeks in advance of the event. ALL functions scheduled at Crossroads Baptist Church must be booked through a Calendar Event and Facility Request Form before posting is permissible to the master church calendar. All functions must fit within guidelines of the purposes for our church. Therefore, no personal parties where products are sold will be held on these premises. CBC reserves the right to pre-empt or cancel an event if a pressing need of greater significance is deemed necessary by the pastor and church council.

Date Submitted: _____

Room(s) to be Reserved: _____

Ministry Group Making Request: _____

Person Making Request: _____ Day Phone: _____

Activity: _____

Activity Date: _____ Day: SUN MON TUE WED THUR FRI SAT

Time: FROM _____ AM/PM TO _____ AM/PM Expected Attendance: _____

As the person making this request, I understand that I am responsible for ensuring all areas used are cleaned up immediately following the event.

I have submitted additional forms for this event (If this event is a wedding, the Wedding Application Forms must be completed and signed as well.)

Signed: _____ Date: _____

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ADMIN USE ONLY

Staff member approving event: _____ Date: _____

