



First Baptist Church
 1447 S 7th Street
 Sierra Vista, AZ 85635
 520.458.2273/info@sierravistsfirst.org

Calendar & Facilities Usage Request

Note: Requests for use of FBC facilities are reviewed each **Tuesday**. Please allow at least two weeks for this review. Helpful Hint: Early is always better. Church functions receive primary consideration. Complete all applicable information. **You will be notified when your request is processed. Please contact the office manager with questions or concerns.**

Event Name: _____ Event Day & Date: _____
 Requestor: _____ Daytime/Evening Phone: _____
 Email: _____ Entire Time Requested: _____ am/pm to _____ am/pm
 (Include setup & clean-up)

Ministry/Organization	Occurrence	Anticipated Attendance	Area Requested
Specify ministry after checking appropriate box. Preschool/Children _____ Youth _____ Adult _____ Worship _____ Missions _____ Discipleship _____ FBCA _____ Administration _____ Community _____	One-time _____ Daily _____ Weekly _____ Monthly _____ Quarterly _____	_____	Fellowship Hall I (2 rooms) Fellowship Hall II (4 rooms) East Wing (entire space - 6 sections) East Wing (_____ sections) Worship Center Room # _____ Parking Lot Off Campus Event Table in Foyer(s) upper lower front
Event Time			
_____ A.M./P.M. to _____ A.M./P.M.			
Have church/room open by _____			

Custodial Information: Room Arrangement

Will use as is or do own setup

Theater (Rows of chairs, no tables)	Number of Rows: _____	Number of Chairs per Row: _____
Classroom (Tables with chairs in rows)	Number of Rows: _____	Number of Chairs per Table: _____
"U" Shape (Chairs: <input type="checkbox"/> inside <input type="checkbox"/> outside <input type="checkbox"/> both)	Number of Tables: _____	Number of Chairs per Table: _____
Big Square (Chairs on the outside)	Number of Tables: _____	Number of Chairs per Table: _____
Small Squares (Chairs surrounding tables)	Number of Squares: _____	Number of Chairs per Square: _____
Other (Please diagram specifics on back; subject to space and availability of resources)		

Sound Resources	Technical Resources	Childcare	Kitchen
Worship Center Sound East Wing Sound Portable Sound Other _____ _____	Laptop Projector Screen Portable Sound DVD Player VCR Player TV	Childcare is restricted to church functions only. Number of Children: _____ Age Range: Activity/Event is responsible for making food arrangements for children.	Kitchen usage is restricted to church functions. Main Kitchen Yes No East Wing Kitchen Yes No

Office Use Only: Please notify the Office Manager immediately of any problems in assisting the above event.

Date Request Processed: _____

Custodian Sound Childcare Other _____

Calendared by: _____ Office Manager

2008

Notes/Comments

Office Use Only