

LYNWOOD BAPTIST CHURCH		<input type="checkbox"/> Copy To Worship Secretary <input type="checkbox"/> Copy to Maintenance Dept. <input type="checkbox"/> Copy to Director of Media (if sound/media needed)	
Calendar Request/Facility Use Form			
<i>*Please complete entire form and turn in at least 1 month prior to event. The event must be approved by a staff member.*</i>			
Date Submitted:		Submitted by:	
Lynwood Member? Y <input type="checkbox"/> N <input type="checkbox"/>		Public Event (Open to Church) <input type="checkbox"/> Private Event <input type="checkbox"/>	
TYPE OF EVENT			
<input type="checkbox"/> Fellowship	<input type="checkbox"/> Wedding	<input type="checkbox"/> Worship/Drama/Music	
<input type="checkbox"/> Luncheon/Banquet	<input type="checkbox"/> Anniversary Party	<input type="checkbox"/> Seminar/Training Conf.	
<input type="checkbox"/> Meeting	<input type="checkbox"/> Shower	<input type="checkbox"/> Other (Describe Below)	
<input type="checkbox"/> Bible Study	<input type="checkbox"/> Private Party	_____	
Contact Name:			
Contact Address:		Contact Phone:	
Event Name:			
Event Dates:			
Event Start Time (for each specific date):		End Time (for each specific date):	
Church Related? Y <input type="checkbox"/> N <input type="checkbox"/>		Church Ministry Involved:	
Estimated Set-Up Date & Timeframe:		Estimated Tear-Down Date & Timeframe:	
<i>(Please be as accurate as possible, as it is necessary to schedule maintenance crew for evening and weekend activities.)</i>			
Announce in Bulletin? Y <input type="checkbox"/> N <input type="checkbox"/> Dates:		Announce in Newsletter? Y <input type="checkbox"/> N <input type="checkbox"/>	
Description of Event: _____			
Doors needed unlocked/times: Foyer doors/from _____ to _____ Canopy doors/from _____ to _____ Fellowship Hall side doors/from _____ to _____ Other doors - _____/from _____ to _____			
Rooms Requested:			
Resources Needed (& quantity):		Sound Tech Needed? Y <input type="checkbox"/> N <input type="checkbox"/>	
Is Kitchen/Cook Help Needed? Y <input type="checkbox"/> N <input type="checkbox"/>		Number Expected to Attend:	
Set-Up Requested: Detailed set-up information is needed prior to staff review and approval.			
<i>(Draw diagram on back of sheet. If submitting this form electronically, please submit set-up diagram to church office.)</i>			
Special Needs/Comments: _____ _____ _____			
Staff Approval:		Date:	
Fee:		Date Received:	