

<b>LYNWOOD BAPTIST CHURCH</b>		<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>			
<b>Date Submitted:</b>		<b>Submitted by:</b>	
Lynwood Member? Y <input type="checkbox"/> N <input type="checkbox"/>		Public Event (Open to Church) <input type="checkbox"/> Private Event <input type="checkbox"/>	
<b>TYPE OF EVENT</b>			
<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	_____	
<b>Contact Name:</b>			
<b>Contact Address:</b>		<b>Contact Phone:</b>	
<b>Event Name:</b>			
<b>Event Dates:</b>			
<b>Event Start Time (for each specific date):</b>		<b>End Time (for each specific date):</b>	
_____		_____	
Church Related? Y <input type="checkbox"/> N <input type="checkbox"/>		<b>Church Ministry Involved:</b>	
<b>Estimated Set-Up Date &amp; Timeframe:</b>		<b>Estimated Tear-Down Date &amp; Timeframe:</b>	
_____		_____	
<i>(Please be as accurate as possible, as it is necessary to schedule maintenance crew for evening and weekend activities.)</i>			
<b>Announce in Bulletin? Y <input type="checkbox"/> N <input type="checkbox"/> Dates:</b>		<b>Announce in Newsletter? Y <input type="checkbox"/> N <input type="checkbox"/></b>	
_____		_____	
<b>Description of Event:</b> _____ _____			
<b>Rooms Requested:</b>			
<b>Resources Needed (&amp; quantity):</b>		<b>Sound Tech Needed? Y <input type="checkbox"/> N <input type="checkbox"/></b>	
_____		_____	
<b>Is Kitchen/Cook Help Needed? Y <input type="checkbox"/> N <input type="checkbox"/></b>		<b>Number Expected to Attend:</b>	
_____		_____	
<b>Set-Up Requested:</b> <i>Detailed set-up information is needed prior to staff review and approval.</i>			
_____			
<i>(Draw diagram on back of sheet. If submitting this form electronically, please submit set-up diagram to church office.)</i>			
<b>Special Needs/Comments:</b> _____ _____			
<b>Staff Approval:</b>		<b>Date:</b>	
_____		_____	
<b>Fee:</b>		<b>Date Received:</b>	
_____		_____	