

Old Town Hill Southern Baptist Church

Event Request Form

- A Church Member in good standing must sign this form for you to use our facility. This person must also attend the event.
- You and your guest **are expected to remain** in the area you are using.
- This form must be filled out and returned to the church office at least two weeks before the event date.
- A Trustee from the church will evaluate the area after you have used it and cleaned it.

BEFORE LEAVING OUR FACILITY, KINDLY COMPLETE THE DOUBLE SIDED CHECKLIST THAT IS ON THE COUNTERTOP. WHEN COMPLETED, LEAVE IT ON THE COUNTERTOP.

In an Emergency, contact Chairman Trustee: Jeff Conner Call/Text: 765-620-2741

Date turned into office: _____ Circle One: New Request Update Request

Day of Week: _____ Set-up Time: _____ am pm

Date of Event: _____ Event Time: _____ am pm

Is this a recurring event? YES or NO Clean-up: _____ am pm

Event/Ministry: _____ Out by: _____ am pm

Contact Person: _____ Cell Phone: _____

Circle the area(s) below that you are requesting to reserve:

Sanctuary Fellowship Hall Cafe Gym New Kitchen Kidz Zone Area

Name of Classroom _____

Can you lock/unlock the church and set the alarm? YES or NO

- How many **round tables** needed? _____
- How many **rectangular tables** needed? _____
- How many **folding chairs** will you need? _____
- Do you need **sound equipment**? YES or NO (Contact Marvin Coplin)
- Do you need **video equipment**? YES or NO (Contact Nara Manor)

By signing below, I understand that *I will be held responsible* for anything not taken care of properly.

Signature of Person Using Facilities

Date

Signature of Member at Old Town Hill Baptist Church

Date