



FBC BAY ST. LOUIS

GATHER + GROW + GO *together*

EVENT REQUEST FORM

In an effort to be good stewards of our facilities, and be efficient with our schedules, the event described below cannot be formally approved until all the sections are complete and approval has been granted.

Date of Request: _____ Date of Event: _____

Group/Organization: _____

Description of Event: _____

Setup Time: _____ Start time: _____ End time : _____

Expected Attendance: _____

Is this a recurring event? Yes / No

Event Coordinator: _____

Phone: _____ Email: _____

Location

Multipurpose Building

Worship Center

Classroom

Kitchen- Time of use? _____

Clean up

Professionally Cleaned after event: _____ fee TBD

Group/Organization will provide cleanup: _____

If you answer yes to any of the below you must contact Cory Carr 2 weeks prior to the event to discuss specific needs/details.

_____ Sound

_____ Video/Projection

Please provide details a month before event to be added to the bulletin/slide/social

media: _____

Transportation: _____ Driver's Name: _____

Bus (capacity is 15 - 1 available)

Group/Organization is responsible for finding bus driver.

Driver must be on FBC's Approved Insurance List. (see office staff for insured list)

Please make sure everything that is needed on the form is entered in.

Office Use Only

1. Administrative Assistant:

Date: _____

On the calendar, does this event conflict with another event? Yes / No

2. Sponsoring Pastor:

Date: _____

Does this event fit FBC's Mission Statement? Yes / No

3. Ministry Coordinator:

Date: _____

Date added to calendar: _____

Date called to confirm event: _____