

REQUEST FOR USE & SETUP OF CHURCH FACILITIES

First Baptist Church Blanchard, Louisiana

Please reserve the following church facilities:

Room (s) being requested:

Worship Center _____ Fellowship Hall _____ Kitchen _____ Conference Room _____

Room # _____ Other _____
(please be specific—Youth Bldg., Adult 3 Bldg.)

A separate agreement is required to be signed when using the Multi-purpose building.

Date of event: _____ Type of event: _____
Day of the Week : _____ (Wedding, Birthday party, Sunday School, Committee)

Number Anticipated: _____ Time of event: _____
End time: _____

Group/Person making request: _____
(please print)

Your signature: _____
(Ministers: Please provide your name if different from person making request. Thanks.)

Phone number where you can be reached during the day _____
(You may need to be reached by our custodial staff if they have questions regarding set-up)

of tables _____ # of chairs _____

Podium: Yes No Sound system: Yes No
(Microphones, Speakers, Music stand)

Other needs: (see reverse side) _____

Please draw a diagram or floor plan in the space provided if your group needs tables and/or chairs set up a certain way.

PLEASE RETURN THE ORIGINAL FORM TO THE CHURCH OFFICE FOR PROPER DISTRIBUTION. THANKS.

FOR OFFICE USE: Bro. Dale APPROVAL : _____ Date approved: _____

COPY TO: Dr. Hill: _____ Food Services: _____ File Copy: _____

Wedding Coordinator: _____ Janitorial staff : _____ Minister (FYI): _____ Other: _____

PAPER SUPPLY ORDER REQUEST

Date needed: _____

Group or Activity Name: _____
(or circle one: VBS, Fish Fry, DNow, AWANA, Choir, Missions, Women's Ministry)

Person filing request: _____

Supplies you have requested will be available in the Kitchen pantry area. Many of the supplies in the pantry were bought by the Child Development Center. Please ask someone to show you which supplies are available for church use. Soft drinks must be purchased, they are not free. Bottles are 1.50 and cans are .75 each.

Qty. needed **(This column for office use)**

_____ Spoons	_____
_____ Forks	_____
_____ Knives	_____
_____ Styro Dessert Plates 6"	_____
_____ Styro Dinner Plates 9"	_____
_____ Beverage Napkins	_____
_____ Dinner Napkins	_____
_____ Styro coffee cups 6oz.	_____
_____ Styro drink cups 16oz.	_____
_____ Plastic large drink cups 16oz.	_____
_____ Other paper goods: (description)	_____

Will you be serving food? _____ Contact Christy Tyler, Food Services Director 868-4727 if you have questions regarding food service.

_____ # of people expected to attend. If an extended period, such as DNOW & VBS, please indicate the number of days _____. (This is for us to know how much additional toilet paper and hand towels we should have on hand for the event.)

Hopefully, this information will help us supply your needs and you will enjoy a wonderful event!
Thanks.