

Today's Date _____

Second Baptist Church
FACILITIES RESERVATION REQUEST

Name of Group _____

Activity _____ Number of People In Group _____

Date of Activity _____ Event Time _____ Set-up Time _____

Person Making Reservation _____ Phone _____

Person In Charge of Clean-Up _____ Phone _____

Indicate Area Desired:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Main Worship Center | <input type="checkbox"/> FLC Classrooms | <input type="checkbox"/> YAC Dining Room #1** | <input type="checkbox"/> YAC Hangar** |
| <input type="checkbox"/> Old Auditorium | <input type="checkbox"/> FLC Gymnasium | <input type="checkbox"/> YAC Dining Room #2** | <input type="checkbox"/> Other (please be specific):
_____ |
| <input type="checkbox"/> FLC Dining Room** | <input type="checkbox"/> YAC Kitchen** | <input type="checkbox"/> YAC Gymnasium | _____ |
| <input type="checkbox"/> FLC Kitchen** | <input type="checkbox"/> YAC Classrooms | | _____ |

** Facilities Clean-up Checklist **MUST** be signed and submitted after using these facilities.

Supplies Needed (indicate QUANTITY):

- | | | | |
|---|---------------------|-------------------|-------------------|
| _____ 6 oz. bowls | _____ Dinner Plates | _____ Knives | _____ 10 oz. cups |
| _____ 10 oz. bowls | _____ Spoons | _____ Napkins | _____ 6 oz. cups |
| _____ 6 in. plates | _____ Forks | _____ 16 oz. cups | _____ Ice |
| _____ Other (please be specific): _____ | | | |

Indicate Special Equipment Needed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Chairs (qty.: _____) | <input type="checkbox"/> Easel | <input type="checkbox"/> Volleyball Net |
| <input type="checkbox"/> Round Tables (qty.: _____) | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Grill |
| <input type="checkbox"/> 8' Tables (qty.: _____) | <input type="checkbox"/> Podium | |
| <input type="checkbox"/> Other (please be specific): _____ | | |

Special Instructions: _____

After completing this form, submit it to Brenda Higginbotham in the Church Office or leave it at the Welcome Center (in lock box). Assume that your event has been approved. If there is a problem, or for some reason your activity cannot be approved, the Church Secretary will contact you.

Please use reverse side to diagram how you would like for your room(s) to be set-up.