

# Lexington Baptist Church Calendar Request

Today's Date & Time \_\_\_\_\_

Event: _____	<b>Event Day(s) &amp; Dates:</b> (Please Circle) <b>S M T W T F S</b>  _____ (one time date or repeating event beginning date)	<b>Event Repeats:</b> <input type="checkbox"/> Weekly _____ <input type="checkbox"/> Monthly _____ <input type="checkbox"/> Other _____  <b>Participants:</b> _____ <b>Cost:</b> \$ _____ per person/group
Contact Person: _____  Phone: _____	Thru _____  Date: _____ (for multi-day or repeating events only)	

<b>Location:</b> <input type="checkbox"/> Church Facilities (Check areas on list below) <input type="checkbox"/> Other (Give place and Address) _____	<b>Event Time:</b> Begin Time _____ AM PM      End Time _____ AM PM Set-up Date _____      Set-up Time _____ -- _____ AM PM Clean-up completion time _____ ( <b>Immediately</b> following event)						
<b>Facilities Requested :</b> (Check all areas needed) <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> Sanctuary</td> <td><input type="checkbox"/> Fellowship Hall</td> </tr> <tr> <td><input type="checkbox"/> Media Center</td> <td><input type="checkbox"/> Kitchen</td> </tr> <tr> <td><input type="checkbox"/> Children's Classrooms</td> <td><input type="checkbox"/> Jackson Building</td> </tr> </table>	<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Media Center	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Children's Classrooms	<input type="checkbox"/> Jackson Building	<b>Service Requested:</b> <input type="checkbox"/> <b>Child Care</b> (Except by special arrangement, childcare is provided 15 minutes before and after event time. <b>Child care is only for church sponsored events.</b> ) from _____ AM PM until _____ AM PM
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Fellowship Hall						
<input type="checkbox"/> Media Center	<input type="checkbox"/> Kitchen						
<input type="checkbox"/> Children's Classrooms	<input type="checkbox"/> Jackson Building						
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <b>Note:</b> No more than 4 consecutive hours                      No later than 10PM on Friday &amp; Saturday                      No later than 9 PM Sunday thru Thursday                      Minimum of four children not of the same family                 </div>						
	<input type="checkbox"/> <b>Maintenance</b> (Fill out section below)						

Requested By: _____ (Signature of person making request)	Approval By: _____ (Administrator signature)
<b>Office Use Only – Staff Approval:</b> ___ Pastor    ___ Worship    ___ Youth    ___ Children <b>Copies:</b> ___ Childcare    ___ Finance    ___ Maintenance	<b>Calendar:</b> ___ Pencil In ___ Computer ___ Website

### Maintenance Request

Description of Request: \_\_\_\_\_ Set-Up Diagram: \_\_\_\_\_

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Set-up to be completed by: \_\_\_\_\_

Date      Time

Note: The organization making this request, represented by the person listed above, will be responsible for verifying that requested maintenance is completed correctly and on time and for notifying the church office regarding changes, corrections, and/or additional needs, plus seeing that areas used are left clean and returned to appropriate set-up with any borrowed items returned.