

FIRST BAPTIST MATTHEWS FACILITY REQUEST

(See full facility use policy and request form on website)

NAME OF EVENT: _____

TODAY'S DATE: _____

DATE OF EVENT: _____ DAY OF EVENT: (S/ M/ T/ W/ TH/ F/S)

RECURS ON: _____ ENDS ON: _____

SET UP TO BEGIN: _____ AND END: _____

EVENT TO BEGIN: _____ AND END: _____

CONTACT PERSON: _____ PHONE: _____

FACILITY/AREA TO BE RESERVED: _____

(The facility request form should be submitted at least two (2) weeks and not more than six (6) months ahead of the event)

- A. If the kitchen is to be used contact the Kitchen Coordinator
- B. If a sound system is required call the Minister of Music and Worship
- C. If the van is needed: All drivers must be at least 21 yrs old and be on the approved driver's list. (DL# and SS# required)
- D. If keys are needed contact the church office: 704-847-9150
- E. List any special equipment of other needs: _____

F. Promotion of the event needs to be approved by the Staff representative to the requesting ministry.

SIGNATURE OF PERSON FILLING OUT FORM: _____

FOR OFFICE USE ONLY:

APPROVED ___ CALENDAR ___ NOTIFIED CONTACT ___

WEB CAL ___ FLATSCREEN ___ BULLETIN ___

Kitchen /Fellowship Hall Request

Contact person for event: _____ / **Phone:** _____

Number Attending: _____

- **Contact person is responsible for set up, clean up which includes laundering all dish/hand towels used and removal of all leftover foods.**
- **Will you provide Paper Products? __Y / N__ If NO (see below)**
- **Dinner Plates: __ Dessert Plates __ Cups 8 oz __ 12oz __ Silverware __**
- **Will you provide Linens?: __Y / N__**

Tables: _____ **Extra Chairs:** _____

Set-Up: Buffet Style: _____ **Dining Style:** _____

Person picking up keys: _____ / **Phone:** _____

Person assigned for Clean up: _____ / **Phone:** _____

Will Sound Equipment be needed: Y __ or N__ (If yes, please contact Audio-Visual Ministry Team)704-847-9150

*****The Facility should be returned to arrangement it was found in.**

****Custodial Staff will set up for church wide events and senior events only.**

NOTES: