



SOUTHSIDE

BAPTIST CHURCH

EVENT INFORMATION & FACILITIES REQUEST FORM

All requests must be approved through the church office prior to publication.

Event _____ Date(s) _____

Beginning Time _____ Ending Time _____ Cost _____

Contact Name _____ Phone _____

Information (will appear in all requested publications as written)

FACILITIES	EQUIPMENT	VEHICLES	PUBLICATIONS	PUB. DATES
<input type="checkbox"/> Old Sanctuary <input type="checkbox"/> Education Bldg <input type="checkbox"/> Room(s) _____ <input type="checkbox"/> Kitchen <input type="checkbox"/> Worship Center <input type="checkbox"/> Old Parsonage	<input type="checkbox"/> Projector <input type="checkbox"/> TV/VCR/DVD <input type="checkbox"/> Tables # _____ <input type="checkbox"/> Chairs # _____	<input type="checkbox"/> Mini Bus 1 <input type="checkbox"/> Mini Bus 2 <input type="checkbox"/> 30 Passenger Bus <input type="checkbox"/> Shower Trailer Driver: _____	<input type="checkbox"/> Online Calendar <input type="checkbox"/> Ancmnt Guide <input type="checkbox"/> Connection Card <input type="checkbox"/> Ancmnt Slides <input type="checkbox"/> E-blast <input type="checkbox"/> Website	<i>Please specify dates info should be published</i>
	SPECIAL NEEDS <input type="checkbox"/> Childcare Needed <input type="checkbox"/> Custodial Service	Odometer Readings: Start: End: Total Miles:	<input type="checkbox"/> Facebook <input type="checkbox"/> Post <input type="checkbox"/> Event <input type="checkbox"/> Newsletter	

Maintenance Needs (Please list any repairs or conditions to be corrected observed during use)

Notes/Additions
