

SECOND



ND

BAPTIST JACKSONVILLE

Event Building Request Form

Group/Person Requesting Building _____

Contact: Name _____ Phone _____ Email _____

Event Date(s) _____ Event Name _____

Recurring Event: Yes No Frequency of Recurrence: Daily Weekly Monthly
Please list days/times _____

Start Time _____ End Time _____

Set Up Arrival Time _____ Departure Following Clean Up _____

Number Attending _____

Please check the room/area you would like to request:

Worship Center _____ Gym _____ Student Area _____ Classroom # _____

Tables/Chairs _____ Round _____ Rectangle _____ Chairs

Set Up/Take Down Needed _____

Will you need the kitchen? _____ If so, which equipment: _____

Oven/cook-top, refrigerator and icemaker are available for use.

Will you need a portable sound system? Yes No *(circle answer)* If Yes, you must coordinate with our Worship Pastor prior to the event regarding need.

Please complete both sides of this form.

In the box below please draw out the room/area set up you prefer.

Please list anything else you'd like us to know:

We ask that you wait to publicize your event until after you've submitted your form to the church office and received confirmation that the facilities are available.

Please help our custodial staff by taking your trash to the dumpster (key is next to the oven) and making sure the bathrooms are neat and tidy.

Submit forms at info@jaxsbc.org, mail to Second Baptist Church Facilities, 1117 N. James St., Jacksonville, AR 72076, or turn in to the church office.

Signature of person submitting form: _____ Date: _____

Office use only:
Date approved: _____ Added to Calendar: _____ Initials: _____