

# Church Calendar & Facilities Usage Form

The NLBC Mission: Loving God completely ... loving others compassionately.

The NLBC Vision: That all may know and grow in Christ.

Event Sponsor Name (a person): \_\_\_\_\_ Ministry OR Organization: \_\_\_\_\_

(Please Note: The Event Sponsor must be an NLBC member and must remain on the premises during the event.)

Phone: \_\_\_\_\_ Cell/ Alt. Number: \_\_\_\_\_

Email: \_\_\_\_\_

## I NEED TO CALENDAR AN EVENT:

Name of Event: \_\_\_\_\_ Number of People to Attend: \_\_\_\_\_

Does this event help promote the North Lanier Baptist Church Mission and Vision as stated above? If so, how?

\_\_\_\_\_

**SELECT ONE**

**ONE TIME EVENT** – Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Begin Set-up Time: \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_ Finish Clean-up Time: \_\_\_\_\_

Location (if off site, location name and address; if on site, building and rooms, including kitchen): \_\_\_\_\_

\_\_\_\_\_

**REPEATING EVENT** – Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Please specify repeat (weekly, monthly, etc.): \_\_\_\_\_

Begin Set-up Time: \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_ Finish Clean-up Time: \_\_\_\_\_

Location (if off site, location name and address; if on site, building and rooms, including kitchen): \_\_\_\_\_

\_\_\_\_\_

## FOR THIS EVENT I ALSO NEED:

**Bus** – the **approved** driver is: \_\_\_\_\_

*For insurance purposes, drivers of the bus must be **approved** in advance. If you need a list of approved drivers, please contact the church office at 770.781.5433.*

**Audio /Visual Support :**

\_\_\_ Yes, I will need an audio technician because I need one or more microphones for my event.

\_\_\_ Yes, I will need a video technician because I need to project a PowerPoint presentation and/or a video.

*Audio/Visual technicians must be approved in advance. If you have a need for audio/visual support, please contact the church office at 770.781.5433 for a list of approved technicians. Please schedule technicians well in advance of your event.*

**Set Up:** I have the following setup request: (Use the back or attach a table/special seating arrangement chart if needed.) \_\_\_\_\_

## FOR OFFICE USE:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Notified of Approval by: \_\_\_\_\_ Date: \_\_\_\_\_

North Lanier Baptist Church • 829 Atlanta Highway, Cumming, GA 30040 • 770-781-5433 • [www.northlanier.org](http://www.northlanier.org)