

Event Scheduling Form

First Southern Baptist Church

2401 South Ohio, Salina, KS 67401

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Use this form to request a date to be added to the master calendar. If there is a conflict you will be contacted. **Note: Do not attach anything to walls or ceilings.**

Event Date: _____ Day of Week (circle) S M T W TH F S

Set Up Time: _____ Clean Up Time: _____

Event Beginning Time: _____ Event Ending Time _____

(All events must end by 8 pm if on a Saturday)

Name of event/group: _____

Is this a church sponsored activity: ____Y ____N Number Expected: _____

(If this is not a church sponsored activity, you must schedule an appointment with the pastor to discuss the specifics of your event)

Person in Charge _____ Phone: _____ Cell: _____

Room(s) needed: __Fellowship Hall __Kitchen __Youth Room __ Gathering Area __Sanctuary

Equipment needed / instructions _____

Indicate Equipment Needed ("X")

Will you need: Sound (PA) System? ____ TV cart with DVD or VHS Players? ____ Projection Screen ____

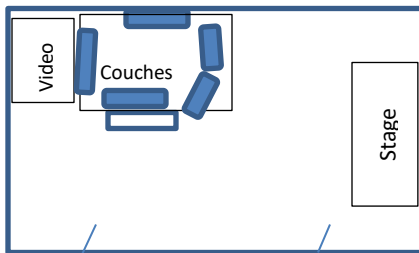
Do you need a key card? ____ Date/Time Key Card given: _____ Date/Time Key Card returned: _____

Card# _____

Door entry time _____ Door closed/locked time: _____

Special instructions for church custodian: _____

Youth Room



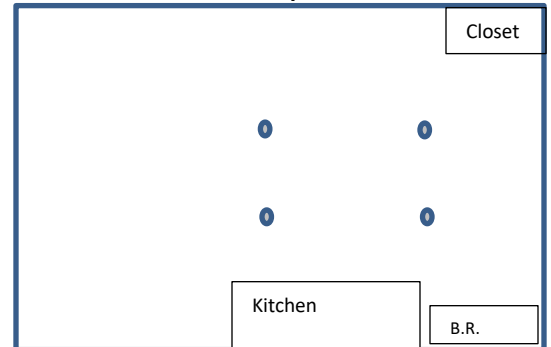
Please show your desired room setup

(Tables, chairs, etc.)

Gathering Area



Fellowship Hall not to scale



Office use only: **Approvals:** ____ Staff ____ Custodian ____ Secretary _____ Entered on main calendar

Notified Buildings & Grounds ____text ____email Date: _____ Response back: ____text ____email Date: _____

Buildings & Grounds to contact security to change alarm settings.

Revised 6.26.18

Please read the instructions on the back

Non-Church Related Activities Clean up List

1. The set up and tear down of tables and chairs are the responsibility of the person in charge of the event.
2. Each table should be wiped down before putting it away. Tables are to be returned from where they were acquired from.
3. Remove all decorations and personal property. FSBC will not be responsible for any items left in the room(s).
4. Remove all trash from rooms used, and replace with new liners, this includes restrooms.
5. Trash is to be taken to the dumpster located on the east side of the building near the shed. The dumpster key is in the first wall cabinet in the kitchen near the telephone.

Vacuum Floor

1. (The vacuum is located near the stairwell closet to the elevator lift.)
2. If food is caked into the carpet, please scrape with a plastic knife and vacuum up all loose particles.

KITCHEN AREA

1. All FSBC dishes, utensils, pots and pans must be washed, dried and put away in its original place.
2. Towels that have been used must be laundered and returned.
3. Counter tops, sinks, stove, etc. must be wiped down (if used).
4. Kitchen floors must be swept and any spills mopped up.
5. Vacuum the kitchen carpet mats.

Thank-you!